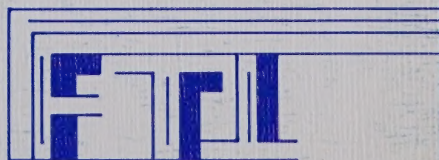


Forsyth Technical Institute



*Visitors to the Institute are welcome.
The Institute's offices are open from
eight a. m. until ten p. m., Monday
through Thursday, and from eight a. m.
until five p. m. on Friday.*

FORSYTH TECHNICAL INSTITUTE

GENERAL CATALOGUE

1977 - 1979



2100 Silas Creek Parkway

Winston-Salem, North Carolina 27103

Telephone: (919) 723-0371

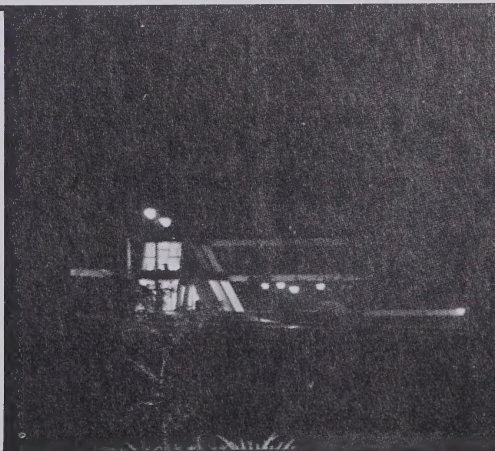
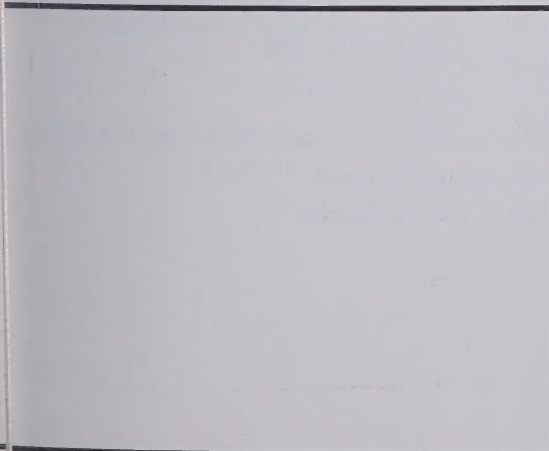
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GENERAL INFORMATION



FORSYTH TECHNICAL INSTITUTE

Academic Calendar

1977-78

Date Event

FALL QUARTER — August 22, 1977 - November 16, 1977

August 22	Orientation for Faculty
August 23 & 24	Registration
August 25	Orientation for Students
August 26	First Day of Classes
August 31	Last Day to Add/Drop Classes
September 5	Labor Day Holiday (Faculty Work Day)
November 11	Last Day of Classes
November 14	Grade Posting
November 15 & 16	Faculty Work Days

WINTER QUARTER — November 17, 1977 - February 20, 1978

November 17 & 18	Registration
November 21	First Day of Classes
November 24 & 25	Thanksgiving Holidays
November 28	Last Day to Add/Drop Classes
December 23	Christmas Holidays Begin at Close of School Day
January 3	Classes Resume
February 15	Last Day of Classes
February 16	Grade Posting
February 17 & 20	Faculty Work Days

SPRING QUARTER — February 21, 1978 - May 19, 1978

February 21 & 22	Registration
February 23	First Day of Classes
February 28	Last Day to Add/Drop Classes
March 22	Easter Holidays Begin at Close of School Day (Thursday, Friday and Tuesday - Faculty Work Days)
March 29	Classes Resume
May 16	Last Day of Classes
May 17	Grade Posting
May 18 & 19	Faculty Work Days

SUMMER QUARTER — May 22, 1978 - August 11, 1978

May 22	Registration
May 23	First Day of Classes
May 26	Last Day to Add/Drop Classes
July 3 & 4	Independence Day Holidays (Monday - Faculty Work Day)
July 5	Classes Resume
August 9	Last Day of Classes
August 10	Grade Posting
August 11	Graduation (Faculty Work Day)

SPECIAL SUMMER SESSION (To be Announced)

August 14 - 25	Annual Vacation
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FORSYTH TECHNICAL INSTITUTE

Academic Calendar

1978-79

Date Event

General
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FALL QUARTER — August 28, 1978 - November 20, 1978

August 28	Orientation for Faculty
August 29 & 30	Registration, Orientation for Students
August 31	First Day of Classes
September 4	Labor Day Holiday (Faculty Work Day)
September 6	Last Day to Add/Drop Classes
November 16	Last Day of Classes
November 17	Grade Posting
November 20	Faculty Work Day

WINTER QUARTER — November 21, 1978 - February 21, 1979

November 21 & 22	Registration
November 23 & 24	Thanksgiving Holidays
November 27	First Day of Classes
November 30	Last Day to Add/Drop Classes
December 22	Christmas Holidays begin at Close of School Day
January 2	Classes Resume
February 19	Last Day of Classes
February 20	Grade Posting
February 21	Faculty Work Day

SPRING QUARTER — February 22, 1979 - May 18, 1979

February 22 & 23	Registration
February 26	First Day of Classes
March 1	Last Day to Add/Drop Classes
April 16	Easter Holiday
April 17	Classes Resume
May 14	Last Day Classes
May 15	Grade Posting
May 16, 17, 18	Faculty Work Days

SUMMER QUARTER — May 21, 1979 - August 10, 1979

May 21	Registration
May 22	First Day of Classes
May 25	Last Day to Add/Drop Classes
July 4	Independence Day
July 5	Classes Resume
August 7	Last Day of Class
August 8	Grade Posting
August 9	Faculty Work Day
August 10	Graduation

SPECIAL SUMMER SESSION (To Be Announced)

August 13 - 24	Annual Vacation
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HISTORY AND PURPOSE

Forsyth Technical Institute can trace its beginning to early adult and high school vocational courses which were available in Winston-Salem. In 1958, a Chamber of Commerce Study Committee recommended that an Industrial Education Center be built to provide the trade and technical training needed by local industry. A bond issue provided the money to start construction of two buildings late in 1959, and the first adult classes were begun in October of 1960. In 1963, a third building was constructed, and new technical programs were added. That same year the North Carolina Legislature passed the Community College Act, creating a statewide system of Community Colleges, Technical Institutes, and Industrial Education Centers. In January, 1964, the name of the school was changed to Forsyth Technical Institute. The operation of the school was transferred from the Winston-Salem/Forsyth County Schools to a local Board of Trustees who govern the Institute following policies established by the State Board of Education and the State Department of Community Colleges.

The purpose of Forsyth Technical Institute is to prepare people for gainful employment and effective community membership. Inherent within this purpose is the total development of the individual. The major objective of the curriculum programs is to develop within the student a vocational or technical proficiency to meet the expanding advances in industry, business, and health occupations. The Institute is also dedicated to the concept of continuing education through the Adult Education Program directed toward self-improvement in cultural, avocational, and vocational pursuits.

The course of study at Forsyth Technical Institute seeks to attain the stated purpose of the institution by:

- (1) providing effective teaching to all who enroll, with a continuing interest in the individual in terms of behavior, motivation, and achievement;
- (2) providing educational opportunities for adults who discontinued their formal training before mastering the basic skills in general education;
- (3) providing vocational training for students who are preparing to enter skilled trades;
- (4) providing technical training for those persons wishing to enter the more highly skilled occupations in business, industry, and health service;
- (5) providing technical, vocational, and enrichment courses on a part-time basis for adults now employed.

Forsyth Technical Institute is an equal opportunity educational institution operating under the Open Door Policy of the Department of Community Colleges and in compliance with the Civil Rights Act of 1964. No qualified person shall, on the grounds of sex, race, color, creed or national origin be excluded from participation in, be declined the benefits of, or be subjected to discrimination under any program or activity.

LOCAL ADVISORY COMMITTEES

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Each program of study at Forsyth Technical Institute has its own advisory committee. These committees are composed of representatives of local businesses, industries, education and community organizations.

The advisory committees provide the necessary contact between the Institute and the community in an effort to maintain current and relevant programs of instruction to meet the needs of the community.

LOCATION AND FACILITIES

The Institute is located at 2100 Silas Creek Parkway in the southwest section of Winston-Salem. It is easily accessible from U. S. Highway 52, North Carolina Highway 150, and Interstate Highway 40.

Five buildings house modern laboratories, shops, and classrooms. Two additional buildings are under construction and scheduled for completion in the Fall of 1977.

Lease arrangements have also made space available at the Hanes Building on North Main Street; and at the Allied Health Building of North Carolina Baptist Hospital and Forsyth Memorial Hospital for nursing and allied health programs.

Off campus Learning Labs are located at the Forsyth County Public Library on W. Fifth Street, Whitaker Care Center of Forsyth Memorial Hospital, and Paddison Memorial Library in Kernersville.

HOURS OF INSTRUCTION

Day classes are scheduled between the hours of 7:00 a. m. and 5:00 p. m., Monday through Friday. Evening classes meet between the hours of 5:30 p. m. and 11:00 p. m., Monday through Thursday. Some adult education classes also meet on Saturday morning.

ACCREDITATION

Forsyth Technical Institute is accredited by the Southern Association of Colleges and Schools, and is approved by the North Carolina State Board of Education.

Electronics Engineering Technology, Manufacturing Engineering Technology, and Mechanical Drafting and Design Engineering Technology are accredited by the Engineers' Council for Professional Development.

The Associate Degree Nursing program and the Practical Nurse Education program are accredited by the North Carolina State Board of Nursing and the Allied Health programs are accredited by the American Medical Association.

The Institute is a member in good standing of the American Association of Community and Junior Colleges.

PROGRAMS OF STUDY

ASSOCIATE IN APPLIED SCIENCE DEGREE

Architectural Technology
Associate Degree Nursing
Business Administration
Early Childhood Specialist
Electronic Data Processing (Business)
Electronics Engineering Technology
Executive Secretarial Science
Executive Secretarial Science — Machine Transcription Option
Fire Science Technology
Manufacturing Engineering Technology
Marketing and Retailing
Mechanical Drafting and Design Engineering Technology
Nuclear Medicine Technology
Ornamental Horticulture
Police Science Technology
Radiologic Technology
Real Estate
Respiratory Therapy Technology

DIPLOMA PROGRAMS

Air Conditioning, Refrigeration and Heating
Automotive Body Repair
Automotive Mechanics
Building Trades Drafting
Carpentry
Diesel Truck Maintenance and Repair
Electrical Installation
Electronic Servicing
Graphic Arts (Printing)
Machinist
Mechanical Drafting
Plumbing and Heating
Practical Nurse Education
Welding and Metal Fabrication

ADULT EDUCATION

Adult Basic Education
Adult High School Program
General Adult Enrichment Program
Comprehensive Employment and Training Act Program
New and Expanding Industry Training Programs
Special Seminars and Workshops
Management Development Training
Vocational-Technical Extension Programs

ADMISSIONS

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ADMISSION REQUIREMENTS

Forsyth Technical Institute is an Equal Opportunity Educational Institution and operates under an "open door" admissions policy. Admission to the Institute does not, however, imply immediate admission to the program desired by the applicant. Before a prospective student is admitted to a specific curriculum, a counseling interview may be arranged, and aptitude and placement tests may be scheduled. This process helps the student to evaluate his potential for success in his chosen field. When an evaluation of test scores and other evidence indicates a lack of readiness to enter a specific program, the student may be approved for the Pre-Technical or Pre-Vocational Program or he may be encouraged to re-examine his educational and occupational goals.

Forsyth Technical Institute will accept credit from other technical institutes and colleges. For specific information refer to "Transfer Student."

Admission to Associate Degree Programs

High school graduation, or the equivalent, is required of all applicants for degree programs. The high school equivalency certificate or the state adult education diploma is acceptable in lieu of a regular high school diploma.

Applicants for the associate degree programs who are not high school graduates may arrange to complete high school in the Adult Education program, or take the high school equivalency examination (G.E.D.) at the Learning Lab.

Applicants for admission to the engineering technologies must present one unit in algebra and one unit in plane geometry. Electronics Engineering Technology students must present units in algebra only. Applicants to the Electronic Data Processing program must present one unit in algebra. Applicants for admission to associate degree health programs must present one unit in algebra, one unit in biology, and one unit in chemistry. High school physics is recommended for Engineering Technology and Allied Health curricula.

Applicants who do not meet course requirements may arrange to make up the deficiency by completing special classes during the summer, or in the Adult Education Program, or in the Learning Lab. Deficiencies must be made up prior to admission to a curriculum.

Applicants to associate degree programs should submit scores on either the Scholastic Aptitude Test or the Comparative Guidance and Placement Test. Information concerning the Scholastic Aptitude Test may be obtained from high school counselors. Information on taking the Comparative Guidance and Placement Test is available from the Student Personnel Office at Forsyth Technical Institute.

The Health programs are the only programs that require the approval of applicants by the Health Admissions Committee. The members of the Admissions Committee come from the instructional staff of the health curricula and the Student Personnel staff.

The purpose of the committee is to evaluate all available data concerning each applicant and to determine that each applicant possesses the special characteristics and personality that these programs seem to require. Factors considered by the committee are:

1. The applicant's maturity and emotional stability
2. The previous educational record
3. Test data
4. The applicant's stated interests
5. Personal data
6. Medical history, including height/weight ratio

NOTE: The North Carolina Board of Nursing may deny license to individuals convicted of a felony or any other crime involving moral turpitude.

The committee is mindful that much of the clinical training involves the students working with patients in local hospitals, that their role is constantly being expanded with increasing responsibilities, and that the program must educate and train in anticipation of future demands. A majority of the committee must concur that an applicant meets minimum criteria before he or she is admitted. If the program's enrollment quota is filled before all applications are received, late applicants are informed that they may reapply for the following year.

Any female student in Radiologic Technology or Nuclear Medicine Technology who is or becomes pregnant during the clinical portion of the training must notify the Department Head and Senior faculty instructor and will be requested to resign from the program. Exposure to radiation must be avoided because of the possible harmful effects to the developing fetus. The student may return to the program, if in good academic standing, after the completion of the pregnancy. The time of reentry into the program will be determined by the Department Head and the Senior faculty instructor.

Admission to Diploma Programs

High school graduation or its equivalent is ordinarily required for admission to all vocational curriculum programs. However, exception may be made in certain circumstances for students with special needs.

Applicants are generally admitted on the basis of high school records. A suitable entrance test may be required by the Institute.

Admission to the Practical Nurse Education program must be approved by the Health Admissions Committee.*

*See Admission to Associate Degree Programs with reference to health programs.

Persons to be enrolled must be eighteen years of age or older and the class with which they entered high school must have graduated. Further information concerning admissions and registration procedures may be obtained from the office of the Director of Adult Education.

ADMISSIONS PROCEDURES

Applicants for admission to any degree or diploma program should:

1. Obtain an application form from the Office of Student Personnel or from a high school counselor.
2. Submit the properly completed application to the Office of Student Personnel.
3. Arrange to take the Comparative Guidance and Placement Test devised by the Educational Testing Service if applying for Associate Degree Programs. Scores should be sent to the Office of Student Personnel. Scholastic Aptitude Test (SAT) scores may be substituted for the Comparative Guidance and Placement Test.
4. Request that a transcript of all high school and post high school academic work be sent directly to the Office of Student Personnel.
5. Submit recommendations if requested.
6. Report for a personal interview, if requested, on the date scheduled by the Office of Student Personnel. At this interview test scores and previous academic records will be evaluated and the applicant will be advised as to eligibility for admission to the desired program.
7. Take required placement tests as scheduled by the Office of Student Personnel.
8. Submit a properly completed health appraisal form when requested.

REGISTRATION

The Institute operates on the quarter system. Each quarter is eleven weeks in length and students who are pursuing diploma or degree programs must register at the beginning of each quarter. All students are expected to register during the time set aside for that purpose. Registration dates are listed in the calendar for the academic year. With few exceptions, new students must initially register for the fall quarter.

Tuition charges must be paid on the day of registration.

LATE REGISTRATION AND SCHEDULE CHANGES

All registration for a class is closed after the fourth class day. A student may register late through the fourth class meeting date providing:

1. That the class is not cancelled or closed.
2. That the student has the consent of his advisor or the Office of Student Personnel and has met admissions and prerequisite requirements.
3. That the student pay a \$5.00 late registration fee in full at the time of late registration unless he registers late at the request of the Institute.

All class schedule changes must be approved by the student's advisor and notification of such changes submitted to the Records Office.

PRE-REGISTRATION

The pre-registration period for continuing students is held during the latter part of each quarter. During this period, each continuing student is expected to meet with his advisor to determine his schedule of courses for the upcoming quarter. Any questions arising during this pre-registration period concerning transfer credit for course(s) should be directed to the Records Office.

ORIENTATION

All new full-time students are expected to participate in an orientation program conducted by members of the faculty, staff and student government. Part-time students are urged to participate also. The purpose of orientation is to acquaint the student with the administrative personnel, faculty, and student leaders. The regulations, policies and privileges of the Institute as set forth in the catalogue are discussed and interpreted.

ACADEMIC INFORMATION

GRADUATION REQUIREMENTS

Graduation requirements for the degree or diploma will vary according to curriculum. The student should refer to the specific section of the catalogue which applies to his program so that he may be certain of the course requirements for graduation. All students must earn a cumulative grade point average of 2.0, and must have received a passing grade in all required subjects, in order to be eligible for graduation.

Grade Point Average (G.P.A.) is obtained by dividing the total quality points earned by the total number of credit hours work attempted.

GRADING SYSTEM

The following grading system is used by Forsyth Technical Institute:

No. Grade	Letter Equivalent	Description	Quality Points Per Quarter Hour
94-100	A	Excellent	4
86-93	B	Good	3
78-85	C	Fair	2
70-77	D	Passing	1
Below 70	F	Failing	0
Official Withdrawal	W		
Withdrawn Passing	W-P		
Withdrawn Failing	W-F		
Incomplete	Inc.		
Audit	Y		

The letter equivalent system is used for recording and reporting grades.

W — Official Withdrawal

An Official Withdrawal is the grade given to a student who voluntarily withdraws from a course after the drop/add period through the tenth class day of a quarter and has notified the instructor and the Registrar, in person, or in writing of his decision.

W-P — Withdrawn Passing

Withdrawn Passing is the grade given to a student who voluntarily withdraws from a course after the tenth class day of a quarter with a passing grade, and has notified the instructor and the Registrar in person or in writing, of his decision.

W-F — Withdrawn Failing

Withdrawn Failing is the grade given a student who at any time after the fourth class day withdraws from a course without first notifying the instructor and the Registrar, in person or in writing, of his decision. Students who withdraw after the tenth class day and are failing at the time of withdrawal receive a grade of W-F.

INC. — Incomplete

The grade of Incomplete is given only if a student has a valid reason for failure to complete the work on schedule. Illness, absence on company business, or other circumstances beyond the student's control are considered valid reasons for non-completion of work. The student must have advised his instructor of the circumstances prior to the end of the quarter and have been granted an incomplete grade. The instructor must have specified the work to be made up in order to remove the incomplete and a date by which the work must be completed. The instructor cannot authorize a date later than one

quarter from the quarter in which an Incomplete was given. If the work is not completed, the grade automatically becomes an F at the end of that quarter.

Any student who receives an "Incomplete" on a course that is a prerequisite for another course must make up the incomplete work by the end of the drop/add period if he is registered for the next succeeding course. Should the student fail to remove the "Incomplete" by the end of the drop/add period, he must drop the course which is dependent on the prerequisite.

Y — Audit

Any audit of courses must have prior approval of the Office of Student Personnel and the department involved.

Students auditing courses are not required to take examinations or hand in written work, but may do so if they wish. No grade or credit toward a degree or diploma is given. Audit may not be changed to credit, or credit to audit after the last day of drop/add.

HONORS AND HIGH HONORS LISTS

Soon after the end of each quarter, in order to honor students who have earned outstanding scholastic records, the Institute identifies those students for the Honors and High Honors lists. In order to be named to the Honors List, a student must take a minimum of 12 quarter hours of credit work and earn at least a 3.000 average, but less than a 3.500 average. In order to be named to the High Honors List, a student must take a minimum of 12 quarter hours of credit work and earn at least a 3.500 average.

WITHDRAWALS

A student who must withdraw from school, either permanently or temporarily, before graduation should make an official withdrawal. He should notify the Records Office and a member of the counseling staff, either by telephone or in person, and should complete the withdrawal information sheet. This information is necessary to assure that the student's status at the time of withdrawal is clearly identified in order to expedite re-entry, transfer of credit to another institution, or to provide potential employers with accurate educational information.

Students withdrawing from single courses only are required to notify the Records Office. *Refer to section under Grading System.

ACADEMIC STANDING

To be in good academic standing, a beginning student must have earned a grade point average of 2.0 by the end of the first quarter, and a cumulative G.P.A. of 2.0 must be maintained thereafter.

A student failing to attain the required grade point average in any quarter will be placed on academic probation for the following quarter.

A student on probation whose work has improved to the point where he meets the required cumulative grade point average will automatically be removed from probation.

A student who has been placed on probation and who does not earn the required grade point average in the next quarter may be required to register for a reduced load, or he may be required to withdraw from the program and be directed to a more suitable curriculum.

A Departmental Academic Review Committee shall make decisions on individual cases. Each student enrolled in the Institute is expected at all time to be aware of his academic status and to be responsible for knowing he has failed to meet the requirements as outlined above for continuing in school. Instructors, faculty advisors, and counselors in the Office of Student Personnel are available for conferences, but it is the responsibility of the student to seek extra help if it is needed.

Details of the Departmental Academic Review Committee and the student's appeal process may be found in the current issue of the Student Handbook.

COURSE REPEAT RULE

The last grade earned on a repeated course, whether F or higher, will be the grade computed for grade point average.

If a student fails any course in his trade or technical curriculum, it will be necessary for him to repeat that course until a passing grade is attained in order to receive the State diploma or the Associate of Applied Science degree. This make-up course is scheduled at the discretion of the Institute.

If a student fails one of the courses in his major subject area, he may be referred to the Office of Student Personnel for counseling.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

The Family Educational Rights and Privacy Act of 1974 provides many safeguards regarding the confidentiality of and access to student records.

1. Students may review their educational records by a request in writing to the Director of Student Personnel.
2. Student records will not be reviewed by 'third parties' unless permission is obtained in writing from the student. Exceptions may be made for teachers and administrators if the information is for educational purposes. The Office of Student Personnel will make the decision concerning access to records.

ADVISOR/ADVISEE PROGRAM

Because problems of communication often tend to impersonalize student-faculty relationships, Forsyth Technical Institute has an Advisor-Advisee program which is designed to provide a more

personal atmosphere for the student and to increase communication between students and faculty. Each student at Forsyth Technical Institute is assigned an advisor from his own curriculum. Through periodic conferences between the student and advisor, it is hoped that the student will be better able to choose his academic program from quarter to quarter and that potential problems can be forestalled.

Each advisor will have posted regular office hours in order for the student to arrange conferences to discuss or explore any problem or condition which is of importance to him. The advisor will assist the student during registration and orientation and will also guide him throughout his career at the Institute in evaluating his goals, progress and performance.

Each student is assured that all discussions are confidential and that when necessary, he may be referred to other guidance resources to help with his particular concern.

ATTENDANCE

Students are expected to attend all class, laboratory and shop sessions. No passing grade will be issued for a course if, for whatever reason, a student has been absent for 25% of the total possible class time per course per quarter.

Courses that require special attendance rules will be identified in writing to the students at the beginning of the quarter in which the courses are taught. These courses will also be identified and filed with the Dean of Instruction and Director of Student Personnel.

A student must satisfy his instructor that he should be permitted to remain in a course and attend classes after he incurs any absence in excess of the following:

1. Three (3) regular one hour class sessions.
2. Two (2) shop or laboratory sessions which meet for two or more hours.
3. Two (2) regular one hour class sessions, and one (1) shop or laboratory session which meets for two or more hours.

When a student is absent from a class and a laboratory or shop session which meet consecutively, each session missed will be counted as an absence, making a total of two absences for that course.

Students have full responsibility for accounting to their instructors for absences.

Students are expected to report for class on time. Habitual tardiness may, at the discretion of the instructor, be considered in computing class attendance.

COURSE LOAD

The suggested contact hours per quarter shown for each curriculum are minimal. It is the policy of the Institute to permit students to enroll in additional subjects and laboratory work beyond those shown in the catalogue.

SECOND MAJOR IN A DEGREE OR DIPLOMA PROGRAM

A student may receive a second major in his program by meeting the additional requirements of the new program. Credits already earned will be recognized if they meet the criteria established in the "Transfer of Earned Credit Between Programs" as stated below.

TRANSFER OF EARNED CREDIT BETWEEN PROGRAMS

Credits earned in any degree program may be credited toward a degree or diploma program upon evaluation by the Office of Student Personnel. Credits earned in a diploma program are not acceptable for transfer to an associate degree program but may be credited toward a second diploma major.

TRANSFER STUDENTS

Applicants who have attended other institutions of higher learning may transfer credit earned in comparable courses or programs of study if the student is transferring from a regionally accredited institution, or from another institution in the North Carolina Community College System. No grade lower than C may be transferred. A student requesting credit for work completed in any other type of training program or institution may be given advance standing on the basis of a proficiency examination. All transcripts for transfer work should be submitted at least one week prior to enrollment. Final decision on transfer credits will be determined by the Institute.

Students requesting credit for training completed in Armed Services Schools should submit official records of service schools completed. Credit may be granted for training comparable to course work offered in the student's curriculum. The amount of credit granted is subject to approval by the instructor or department head and will not exceed the recommendations in the *Guide to the Evaluation of Educational Experiences in the Armed Services* published by the American Council on Education.

STUDENT CLASSIFICATION

- Full-time: A student who is enrolled for 12 or more quarter hours of course work.
- Part-time: A student who is enrolled for less than 12 quarter hours of work.
- Special: A student who is enrolled in credit courses but who is not working toward a degree or diploma. A special student must be 18 years of age or a high school graduate. If not a high school graduate he must not be enrolled in a high school, and his high school class must have been graduated prior to the student's enrollment at the Institute. Permission to register as a special student is granted at the discretion of the Office of Student Personnel and the instructor.

Audit:	A student who is enrolled in regular course work but who is not receiving credit for work undertaken.
Freshman:	Any student who has earned less than 45 credit hours.
Sophomore:	Any student who has earned 45 credit hours or more.

GRADE REPORTS AND TRANSCRIPTS

Shortly after the end of each quarter student grade reports are available to students in the office of the Registrar.

Transcripts of the student's record cannot be sent to other schools, prospective employers, or to the student himself, unless an official request is made by the student to the Registrar's office.

Grade reports and transcripts are withheld by the Registrar until all student obligations to the Institute have been met.

STUDENT CONDUCT AND RESPONSIBILITIES

DISMISSAL

A student may be dismissed from the Institute for conduct or personal habits which are not in the best interest of the student or the institution. Any instructor may request a student to leave the instructor's teaching station when, in the opinion of the instructor, the student's conduct or personal habits disrupt normal classroom procedure. The instructor should immediately notify the Dean of Instruction, the Director of Student Personnel, and his department head in writing, of his action and the reasons therefore.

If the instructor feels that additional counseling is needed for this particular student, the instructor shall have the prerogative of asking the student to meet with the department head and/or a counselor prior to his being readmitted to the instructor's class. If, in the opinion of the instructor and the department head, the conduct of the student or his personal habits are such that he should not be permitted back in class, they will notify the student in writing. Further details of the student's appeal process may be found in the current issue of the Student Handbook.

Students are expected to abide by school regulations, local, state, and federal laws. Offenders may be subject to dismissal and/or prosecution by law enforcement officers.

DISCIPLINARY REVIEW COMMITTEE

The Disciplinary Review Committee, composed of representatives from the faculty and student body, under the chairmanship of the Dean of Instruction, reviews cases involving disciplinary action and makes appropriate recommendation to the President.

Further details concerning disciplinary review may be found in the current issue of the Student Handbook.

STUDENT DRESS CODE

Forsyth Technical Institute continually has prospective employers and other visitors on campus. Also many companies seeking to relocate or open new industries will have representatives visit this campus.

With this in mind, while Forsyth Technical Institute students dress informally, cleanliness and neatness of appearance are strongly encouraged. Each instructor has the right to ask a student to leave his class or shop if the student's personal appearance or attire is objectionable to the other students, or if this attire can be construed to be a hazard to safe operations.

PARKING REGULATIONS

Main Campus

Parking of student vehicles on campus is allowed by permit only. Vehicle parking permits may be obtained as the student completes registration on registration day, when a decal will be assigned each vehicle. The charge for vehicle registration will be \$1.00 per vehicle for the school year. Complete parking rules and regulations will be issued along with the decal at the time a vehicle is registered.

Vehicle decals must be appropriately displayed on the rear bumper so they are easily visible from directly behind the vehicle.

Park in designated areas only.

Head all vehicles into spaces.

Park inside yellow lines (where marked).

Do not park on grass at any time.

Park motorcycles in designated areas only.

Observe all signs.

Personnel operating vehicles on the campus must be aware of the safe speeds, parking spaces, and regulations.

Vehicles are registered on registration day, and at other times in the Cashier's Office.

Those who do not observe parking rules and regulations may expect a violation penalty of \$1.00 per violation. Trustee Policy provides for the enforcement of parking on campus by:

Withholding grades, transcripts, or other evidence of attendance and accomplishments at Forsyth Technical Institute.

Upon a student's accumulation of three *unpaid* parking violation tickets, notice shall be given to the student's instructors. The instructor will inform the student that he will be dropped from class and shall not be allowed to return until the student provides evidence of payment.

Upon a student's receipt of more than seven tickets during any twelve-month period, operating and parking privileges on the Institute's campus shall automatically be revoked.

A five dollar fine will be charged any person who is exceeding the

campus speed limit of 15 MPH, or who is driving recklessly and/or is endangering other persons by his actions. More than two \$5.00 fines shall result in a student's suspension.

The appeal process concerning parking violations may be found in the current issue of the Student Handbook.

Allied Health Building

Parking is available to students in the Beach Street Parking Lot for the cost of \$4.00 for a parkcard and \$18.60 paid quarterly. There is very limited off street parking.

Forsyth Memorial Hospital

Parking is available to students in the metered parking lot (on an hourly basis) in front of the hospital. There is practically no parking on the streets in the vicinity of the hospital.

USE OF FACILITIES

The buildings and their contents exist solely for the education of our adult population. The use of the facilities for any other purpose is strictly prohibited. Any use of these facilities for personal gain will result in immediate disciplinary action.

Smoking is prohibited in all classrooms, laboratories and shops.

Animals are prohibited inside the buildings. Any animals on the campus grounds must be on leash in compliance with the City of Winston-Salem Leash Law Ordinance Sec. 3-18.

GRADUATION

GRADUATION REQUIREMENTS

A student wishing to receive a degree or a diploma from this institution must fulfill all course requirements as outlined previously.

A student who has earned a cumulative grade point average of 3.5 is eligible to be graduated with high honors.

A student who has earned a cumulative grade point average of 3.0 is eligible to be graduated with honors.

A student who has earned a cumulative grade point average of 2.0 is eligible for graduation.

Course requirements vary according to program. The student should refer to the catalogue for course requirements for graduation from his program of study and should be aware at all times of his progress toward graduation.

It is the further responsibility of the student to complete an official INTENT TO GRADUATE form at least six weeks prior to his last registration. These forms may be obtained from the faculty advisor who will assist the student in completing the form, and will submit the form to the Office of the Registrar.

COMMENCEMENT EXERCISES

Commencement exercises are held at the end of the Summer quarter on the date published in the academic calendar. A Spring commencement exercise may be held at the end of the Spring Quarter. Degrees and diplomas are awarded at this time. Students are expected to notify the Registrar's office as to their intention to participate in the exercises.

COMMENCEMENT MARSHALS

The rising sophomores who have maintained the highest scholastic averages during their freshman year are honored by being chosen commencement marshals. The two marshals who have the highest academic averages are named chief marshals.

SCHOOL RINGS

Any student in good standing who has completed at least one-half of the credit hours required for graduation in his curriculum may order the official school ring. The student is required to pay \$10.00 deposit at the time he orders his ring, with the balance due upon delivery.

Orders may be placed with the Institute Bookstore.

TUITION AND FEES

TUITION

Since the Institute receives funds from local, state and federal sources, tuition charges are very low. These charges are set by the State Board of Education and are subject to change without notice.

Tuition (Fees):

12 quarter hours or more	\$33.00 per quarter
Less than 12 quarter hours	\$ 2.75 per quarter hour
Late registration fee	\$ 5.00

Charges for non-credit classes in the Extension Program depend upon the nature of the class. No tuition is charged for basic adult education and the Learning Lab. Instructional materials fees are set to meet instructional needs in certain types of classes.

Summer School and Audit Fees are charged at the same rate as those charged during the regular term.

A student who is not a legal resident of North Carolina must pay non-resident tuition. A person is not deemed eligible for the resident rate of tuition unless he has established and maintained his legal residence in North Carolina for a least twelve months with the intent to live in North Carolina prior to enrollment. Currently, out-of-state tuition is \$13.54 per quarter hour or \$162.50 per quarter for a full time student.

There are certain instances where out-of-state students may not be subject to out-of-state fees. Students who are in doubt as to their status as a resident should request clarification by consulting the Office of Student Services before registration.

STUDENT ACTIVITY FEE

It is the policy of this institution that a student activity fee be charged. This normally will be from \$3.00 to \$7.00 per school quarter.

The use of such a student fee is at the discretion of the Board of Trustees upon recommendation of the President. In general, these fees are used for student-centered activities and for the general benefit of the student or the student body.

BOOKS AND SUPPLIES

Textbooks and supplies are not furnished by the Institute, but are the responsibility of the student and may be purchased at the Institute Bookstore. The cost of books and supplies varies from program to program, and from quarter to quarter, but usually range from \$45.00 to \$75.00 per quarter.

UNIFORMS

Uniforms and other special wearing apparel shall be paid for by the students.

The initial cost of uniforms and special equipment for female students in the various health education programs ranges from \$40 to \$80 depending upon the program. The cost of uniforms for male students is somewhat less. The cost of uniforms is estimated and subject to change. Students should inquire for details during admission interviews.

TUITION REFUNDS

Tuition is not refundable. Exception will be considered where the cause of withdrawal is completely beyond the student's control, such as serious illnesses. In such cases, two-thirds of the tuition paid may be refunded only if the student withdraws within ten calendar days after the first day of classes, as published in the academic calendar. If a student withdraws from a course but remains enrolled in the Institute, he will receive no refund for the course dropped. Refunds of five dollars or less will not be made except for classes cancelled by the Institute.

A student who withdraws within ten calendar days after the first day of class may request that his tuition be credited to his account so that it may be applied toward costs for any one of the following three quarters.

OTHER FEES

No laboratory, breakage or property damage fees will be charged to students. However, in case of breakage or damage due to gross negligence or maliciousness, a student will be expected to remunerate the institution. Academic credit may be withheld until proper payment is made.

FINANCIAL AID

The purpose of financial aid is to provide financial assistance to students who would otherwise be unable to continue their education. The financial need of a student is determined by the resources available to him in relation to educational expenses.

Students applying for financial aid should complete and return the Institute's Application for Financial Aid, the College Scholarship Service Need Analysis Form, and the Basic Education Opportunity Grant Application.

To be eligible for financial assistance a student must be enrolled or accepted for enrollment and demonstrate a need for financial aid. Financial assistance is available in a variety of forms to help students who meet the need criteria for eligibility. Scholarships, loans, grants, and work-study may be used singly or in combination to meet a student's total need.

GRANTS

Basic Education Opportunity Grant

The Basic Education Opportunity Grant program is a Federal Aid program designed to provide financial assistance to those who need it to attend post-high school educational institutions. Applications may be obtained at the Student Personnel Office. Students submit applications directly to the government and should allow six weeks for processing.

Supplemental Educational Opportunity Grant

This program is funded by the Federal Government and is for students of exceptional financial need, who without a grant, would be unable to continue their education. A Supplemental Educational Opportunity Grant may not exceed one-half of a student's total financial need. The remaining portion of the recipient's need is met by matching the grant with other financial aid funds.

North Carolina Student Incentive Grant

This program is designed for students of exceptional financial need who are North Carolina residents. Applications for next year will be available in the financial aid office after February, 1977.

WORK STUDY

Work-Study is a federally-supported program through which students primarily from low income families are given preference for part-time employment (up to 15 hours per week). Students must be enrolled at least half-time to apply for work-study and maintain a 2.00 cumulative average.

LOANS

The Office of Student Personnel maintains a file on sources of financial aid for students. Loans at a low rate of interest are available through the following agencies:

James E. and Mary Z. Bryan Foundation
N. C. Insured Student Loan Program
North Carolina Funds for Vocational and Technical Students
Winston-Salem Foundation*

*Available to Forsyth County Residents only.

James E. and Mary Z. Bryan Foundation Student Loan Plan.

Legal residents of North Carolina enrolled full time in undergraduate programs may borrow up to \$1,250 per semester or \$833 per quarter for a total of \$2,500 per school year for an aggregate of \$7,500 through College Foundation, Inc. The interest rate is 1 percent during the in-school and grace periods and 6 percent during the repayment period. Apply through the institution's financial aid office.

N. C. Insured Student Loan Program

Legal residents of North Carolina enrolled full time may borrow up to \$1,250 per semester or \$833 per quarter for a total of \$2,500 per academic year for an aggregate of \$7,500 through College Foundation, Inc. Loans are insured by the State Education Assistance Authority and under certain conditions, the U. S. Office of Education pays the 7 percent interest during the in-school and grace periods. Apply through the institution's financial aid office.

Students desiring to participate in one of these plans should make application to the Office of Student Personnel prior to July 1, in order to be processed according to agency schedules. Late applications will be considered only as long as funds remain.

SCHOLARSHIPS

The Winston-Salem Kiwanis Club and the Twin City Kiwanis Club award scholarships to seniors graduating from Forsyth County schools each year. The awarding of these scholarships is not controlled by the Institute.

The Norman Gaddis Scholarship is a perpetual scholarship available to a deserving, needy student in the second quarter of any curriculum.

The Marshall Paul Johnston Scholarship is a perpetual scholarship available to Automotive Mechanics students only.

The Jane Gaither Murray Scholarship is awarded annually to a deserving student entering the Associate Degree Nursing curriculum.

The Mary B. Lauerman Memorial Scholarship is awarded annually to an outstanding student entering the second year of Associate Degree Nursing.

The Sandra Johnson Memorial Scholarship is awarded annually to an outstanding student entering the second year of Executive Secretarial Science.

The Data Processing Management Association Scholarship is awarded annually to an outstanding student entering the second year of Electronic Data Processing.

The Society of Engineering Technology Students awards one scholarship annually to an outstanding student enrolled in the second quarter of either Manufacturing Engineering Technology or Mechanical Drafting and Design Engineering Technology.

Other than the scholarships listed above, there are various individuals and organizations who contribute money yearly for scholarships for needy students. Most of the money available is not restricted however, some of the scholarships are restricted to individuals enrolled in specific programs.

V. A., SOCIAL SECURITY AND D. V. R. BENEFITS

The Institute is approved for the training of persons eligible for benefits under the Veterans Administration, Social Security Commission and Division of Vocational Rehabilitation.

Additional information concerning these benefits is available at the Student Personnel Office or from offices of the above named agencies.

Students receiving V. A. benefits are responsible for learning how to file their reports, for the accuracy of their reports, and for notifying the Veteran's Officer if they withdraw from any class or from school.

ORGANIZATIONS AND ACTIVITIES

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association serves to promote interest in student affairs both on and off campus. The Association is composed of representatives elected from each section of each curriculum by the students of that curriculum. Student Government officers are elected from among the official curriculum representatives by vote of the student body. Faculty members are appointed by the administration to serve in an advisory capacity to the Student Government Association.

STUDENT REPRESENTATION ON BOARDS AND COMMITTEES

The President of the Student Government Association, or his designate, represents the SGA at meetings of the Board of Trustees of the Institute. Student representatives also serve on the Academic Review Committee, the Disciplinary Review Committee, and other committees concerned with students.

CIRCLE K

The Circle K is a national collegiate service club sponsored by Kiwanis International. The club is open to male and female students who are invited to membership at intervals during the year.

ADMINISTRATIVE MANAGEMENT SOCIETY

The A.M.S., as it is usually called, is a national business club open to students in the field of Business Administration. To be eligible for invitation to membership, a student must have earned a grade point average of 3.0 by the end of the first quarter. Second year students must have maintained an average of 2.5. Membership is by invitation.

SOCIETY OF ENGINEERING TECHNOLOGY STUDENTS

The Society of Engineering Technology Students is a service and social club open to students from the Manufacturing Engineering, and Drafting and Design Engineering Technology programs. This club, in its first years of existence, has raised and set aside funds for endowing a scholarship open to second quarter students in these two fields of technology.

LAW ENFORCEMENT ADMINISTRATION SOCIETY (LEAS)

Membership in LEAS is open to both male and female students who are, or have been, enrolled in a course of study in the areas of the Administration of Criminal Justice.

The objectives of the organization are to promote public understanding of the problems and objectives in the areas of the administration of criminal justice and to elevate the standards and foster greater understanding between the agencies and departments in all areas of the administration of criminal justice.

OTHER ORGANIZATIONS

Students are encouraged to affiliate with student chapters of various professional and technical organizations and societies.

ATHLETICS

The Institute does not offer a formal, organized athletic program. The students themselves have organized basketball, softball and

bowling teams and compete in Winston-Salem city leagues in these sports. Volunteers from the faculty serve as sponsors and coaches of the teams.

STUDENT PUBLICATIONS

Students are encouraged to participate actively in the preparation of the *F. T. I. Reporter* and *Reflector*, the two major student publications.

The *F. T. I. Reporter* is the student newspaper written, edited and managed by the student staff with the assistance of a faculty advisor.

The *Reflector*, the yearbook of the Institute, is written, edited and managed by the student yearbook staff with the assistance of a faculty advisor.

OTHER STUDENT SERVICES

GUIDANCE AND COUNSELING SERVICE

The Office of Student Personnel maintains a staff of trained counselors whose services are available to students needing help with educational, vocational or personal problems.

Each full-time student at the Institute is assigned a faculty advisor who is available for help with problems related to the student's course work. The advisor serves as a direct link between the student and the administrative staff of the Institute.

Several individualized special tests and inventories are available for counseling purposes through the Office of Student Personnel. Both students and faculty members may obtain information on their availability and value by contacting any counselor.

HOUSING

Since the Institute has no dormitory facilities, students who wish to live away from home must make their own housing arrangements. The Institute takes no responsibility for locating or supervising student housing; however, suggestions as to location of off-campus housing may be obtained in the Office of Student Personnel.

Students enrolled in health education programs may obtain housing in former nursing school residences at a local hospital. Interested students should inquire before July 1.

HEALTH SERVICES

Limited health services are provided through the Office of Student Personnel and first-aid supplies located in shop areas; however, injuries requiring more than minor first-aid treatment will be treated in the emergency room of a nearby hospital.

For major illness or injury, ambulance transportation is available to either of the two hospitals, both of which are located within two miles of the Institute.

ACCIDENT INSURANCE

Accident insurance covering the hours a student is in school, on field trips, and in traveling to and from school is provided to all full-time and part-time curriculum students. This student insurance is furnished by the Institute as a service to students, but it is not meant to replace a student's personal coverage.

HOSPITALIZATION INSURANCE

All full-time students below age 26 are eligible to obtain Blue Cross-Blue Shield Group Insurance at special student rates.

LIABILITY INSURANCE FOR HEALTH STUDENTS

All health students must purchase liability insurance before they will be permitted to enter the hospitals. Proof of this must be made at the beginning of each Fall Quarter.

FOOD SERVICE

Canteen service is available in the Student Center which is located on the ground level of Snyder Hall. A variety of hot and cold food and drink is available from vending machines.

Canteen service is available at both the student lounge in the Allied Health Building and the student lounge in the Paramedical Building at Forsyth Memorial Hospital.

STUDENT CENTERS

A large, attractive Student Center is located on the ground level of Snyder Hall. Students are encouraged to use the Center as a place in which to meet, chat, eat and relax.

Student Lounges are also available for students in the health programs in the Allied Health Building and in the Paramedical Building at Forsyth Memorial Hospital.

LIBRARY

Main Campus

The Library and Audiovisual Services in Snyder Hall, Main Campus, provide books and related media for each program offered at the Institute with additional general interest and reference materials. Facilities are available for both individual and group study and enrichment.

Professionally trained personnel, clerical staff, and student assistants are available to help students and faculty obtain the greatest benefits from the Library and Audiovisual Services. Hours are Monday through Thursday from 7:30 a. m. until 8:30 p. m. and on Friday from 7:30 a. m. until 4:30 p. m.

Allied Health Building

*General
Information
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Health Technology Libraries are located in the Allied Health Building and in the Practical Nurse Education Department at Forsyth Memorial Hospital.

BOOKSTORE

A school bookstore is operated by the Institute as a service to students, faculty and staff. Textbooks, school supplies and course-related materials, as well as other items of special interest to students, are offered for sale. The bookstore is adjacent to the Student Center in Snyder Hall and is open Monday through Friday from 8:30 a. m. until 3:00 p. m. and on Monday and Thursday evenings from 5:30 p. m. until 8:00 p. m.

LOST AND FOUND SERVICE

Lost and found articles will be handled at the Reception Desk in the 100 Building on the main campus.

PRE-TECHNICAL PROGRAM

For those applicants to degree programs who, on the basis of test results and past performance, do not qualify for immediate admission to their chosen programs of study, non-credit developmental course work is available and may be required as a condition of admission. The developmental courses are also open to students who wish to take them for personal benefit.

LEARNING LAB

A student enrolling in a Learning Laboratory sets his own attendance schedule and learns at his own rate. Such a departure from the traditional classroom approach is made possible by individualized instruction. Constant reinforcement, continuous student involvement and immediate feedback produce a low rate of error and a high rate of achievement.

More than a hundred programs and courses are offered in the campus lab and general adult labs situated elsewhere in Forsyth County. Enrollment is free, and the labs are open to anyone at least 18 years of age. Students may enroll anytime.

The Labs are used by a variety of students: those preparing for the high school equivalency test; those studying for college entrance tests; those taking adult high school credit courses; those taking curriculum credit courses or reinforcing classroom instruction; and those who are learning for their own enrichment (courses such as French, Spanish, and German).

Instruction is offered through the printed word, audio and video tapes, filmstrips, and teaching machines. A sound module is available to students studying foreign languages or any other course requiring vocal responses.

Lab coordinators and assistants are on hand to assist all students.

HIGH SCHOOL EQUIVALENCY

Adult residents of North Carolina who have not completed high school may earn a Certificate of High School Equivalency by passing a battery of five tests. These tests are known alternately as the high school equivalency test and the GEDT (General Educational Development Tests).

A Certificate of High School Equivalency is recognized across the nation by most employers and educational institutions.

Persons interested in taking the GED tests should apply at any of the Institute's Learning Laboratories.

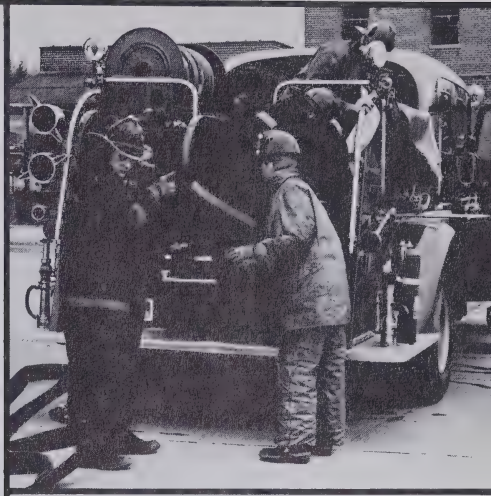
The GEDT program is designed primarily for the adults 18 years of age and older; however, 16 and 17 year olds are allowed to take the tests if they meet certain conditions. Current residency in North Carolina is required.

Forsyth Technical Institute is one of 71 official GEDT testing centers in North Carolina and is the only one in Forsyth County. The center administers the tests daily by appointment. The Institute may be contacted for further information.

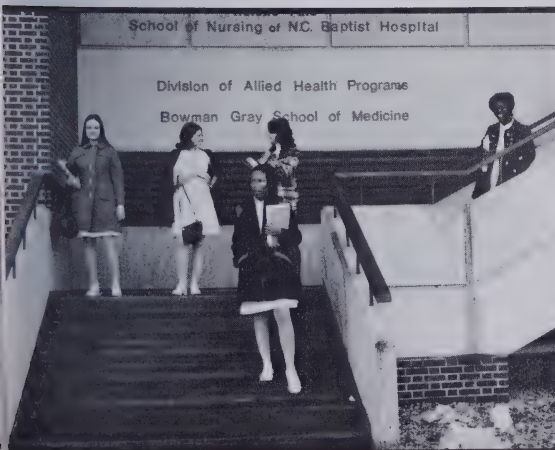
CHANGES IN REGULATIONS

Forsyth Technical Institute reserves the right without prior notice, to make changes in regulations, courses, fees, and other matters of policy and procedure when and as deemed necessary.





ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAMS



ARCHITECTURAL TECHNOLOGY T-041

The architectural technician is concerned with turning the architect's design sketches into complete and accurate working plans and detail drawings for construction purposes. He may prepare floor plans; elevation drawings; construction details; mechanical equipment layouts; door, room and window schedules; and site plans. The technician will be involved in work requiring a knowledge of building codes, specifications and contract documents.

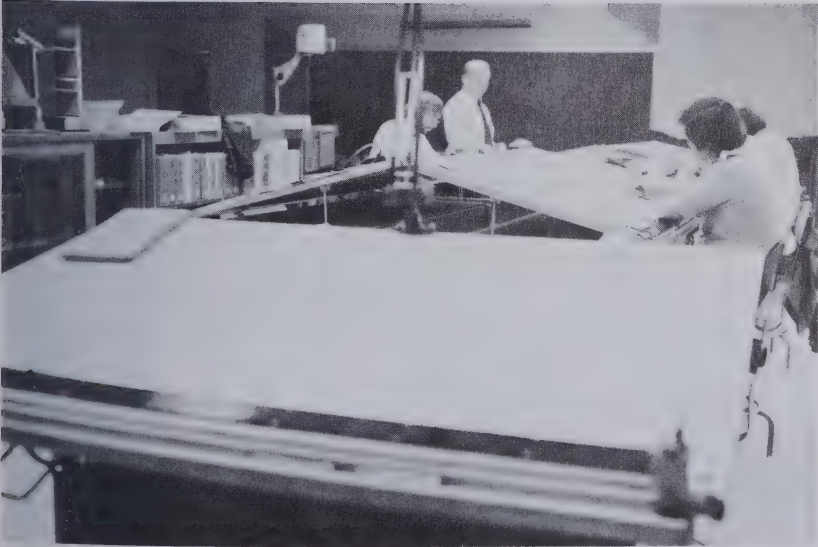
The curriculum was designed in cooperation with the North Carolina Chapter of the American Institute of Architects. It provides the individual with knowledge and skills that will lead to employment in the field of architectural drafting and afford opportunity for rapid advancement in technical knowledge and proficiency.

CURRICULUM BY QUARTERS

Course Title			Hours Per Week			
			C	L	P	QH
FIRST QUARTER						
MAT 101	Technical Mathematics I		5	0	0	5
ENG 100	Oral Communication		3	0	0	3
DFT 106	Architectural Drafting I		2	0	6	4
DFT 181	History of Architecture and Construction		5	0	0	5
			15	0	6	17
SECOND QUARTER						
MAT 102	Technical Mathematics II		5	0	0	5
ENG 101	Introduction to Written Communication		3	0	0	3
CIV 105	Architectural Materials and Methods		3	2	0	4
DFT 107	Architectural Drafting II		2	0	6	4
			13	2	6	16
THIRD QUARTER						
MAT 103	Technical Mathematics III		5	0	0	5
AHR 106	Architectural Mechanical Equipment		3	0	3	4
PHY 111	Physics: Mechanics		3	2	0	4
DFT 108	Architectural Drafting III		0	0	9	3
			11	2	12	16
FOURTH QUARTER						
MEC 104	Applied Mechanics		5	0	0	5
DFT 150	Site Planning		2	0	6	4
PHY 113	Physics: Electricity		3	2	0	4
ECO 102	Economics		3	0	0	3
			13	2	6	16

Course Title			Hours Per Week				Architectural Technology 35
			C	L	P	QH	
FIFTH QUARTER							
MEC 205	Strength of Materials		3	2	0	4	
DFT 220	Architectural Drafting IV		2	0	9	5	
ENG 102	Composition		3	0	0	3	
DFT 233	Office Practice Seminar		2	0	0	2	
			10	2	9	14	
SIXTH QUARTER							
DFT 221	Architectural Drafting V		2	0	9	5	
DFT 235	Codes, Specifications, and Contract Documents		3	0	3	4	
PSY 206	Applied Psychology		3	0	0	3	
ENG 103	Technical Report Writing		3	0	0	3	
	Elective		3	0	0	3	
			14	0	12	18	
SEVENTH QUARTER							
PHY 114	Physics: Light and Sound		3	2	0	4	
ISC 201	Industrial Organization and Management		3	0	0	3	
DFT 222	Architectural Drafting VI		2	0	9	5	
DFT 236	Construction Estimating and Field Inspecting		3	0	3	4	
	Elective		3	0	0	3	
			14	2	12	19	
C - Class L - Lab P - Practicum QH - Quarter Hours Credit							

C - Class
 L - Lab
 P - Practicum
 QH - Quarter Hours Credit



ASSOCIATE DEGREE NURSING T-059

This program provides a combination of general education and nursing education. Clinical experience is provided in selected hospitals and other community health agencies. Graduates receive an Associate in Applied Science Degree in Nursing and are eligible to write the State Board Test Pool licensing examination to become Registered Nurses.

CURRICULUM BY QUARTERS

Course Title			Hours Per Week			
			C	L	P	QH
FIRST QUARTER						
BIO	107	Anatomy and Physiology I	3	2	0	4
NUR	111	Nursing I	4	2	0	5
ENG	101	Introduction to Written Communication	3	0	0	3
MAT	100	Mathematics for Nursing Education	3	0	0	3
NUR	112	Clinical Practice I	0	0	9	3
			13	4	9	18
SECOND QUARTER						
BIO	108	Anatomy and Physiology II	3	2	0	4
CHM	103	Chemistry-General and Inorganic	3	2	0	4
NUR	113	Nursing II	6	2	0	7
PSY	101	Psychology	3	0	0	3
NUR	114	Clinical Practice II	0	0	9	3
			15	6	9	21
THIRD QUARTER						
BIO	111	Microbiology	3	2	0	4
NUR	115	Nursing III	6	2	0	7
CHM	104	Organic and Biochemistry	3	2	0	4
ENG	102	Composition	3	0	0	3
NUR	116	Clinical Practice III	0	0	12	4
			15	6	12	22
FOURTH QUARTER						
SOC	103	Sociology	3	0	0	3
NUR	117	Nursing IV	4	0	0	4
NUR	105	Human Development	3	0	0	3
NUR	118	Clinical Practice IV	0	0	18	6
			10	0	18	16
FIFTH QUARTER						
PSY	205	Child Psychology	3	0	0	3
NUR	210	Nursing V	5	0	0	5
NUR	211	Clinical Practice V	0	0	18	6
			8	0	18	14

Course Title			Hours Per Week				Associate Degree Nursing 37
			C	L	P	QH	
SIXTH QUARTER							
NUR	212	Nursing VI	5	0	0	5	
NUR	204	Nursing Trends Seminar	2	0	0	2	
HIS	111	American History	3	0	0	3	
NUR	213	Clinical Practice VI	0	0	18	6	
			10	0	18	16	
SEVENTH QUARTER							
POL	212	American Government	3	0	0	3	
NUR	214	Nursing VII	4	0	0	4	
NUR	215	Clinical Practice VII	0	0	24	8	
			7	0	24	15	

C-Class
 L- Lab
 P - Practicum
 QH - Quarter Hours Credit



BUSINESS ADMINISTRATION T-018

The distribution of goods has been generally recognized as the largest single problem in business. Techniques for mass production of goods have been perfected, and better ways to get these products to the consumer are needed.

The Business Administration program is designed to (1) develop the student's knowledge of the fundamentals of marketing and distribution and to provide him with an understanding of organization and management (2) develop skills in selling, advertising, and analysis and (3) familiarize the student with growth problems confronting business today.

Jobs available which graduates could fill are in the areas of retailing, wholesaling, industrial marketing, finance, and service industries. Service performed by graduates include sales, advertising, merchandising, buying, credit and personnel.

CURRICULUM BY QUARTERS

Course Title	Hours Per Week			
	C	L	P	QH
FIRST QUARTER				
ENG 100 Oral Communication	3	0	0	3
BUS 102 Typewriting I	2	0	3	3
BUS 109 Business Mathematics	5	0	0	5
BUS 101 Introduction to Business	5	0	0	5
	<hr/> 15	<hr/> 0	<hr/> 3	<hr/> 16
SECOND QUARTER				
ENG 101 Introduction to Written Communication	3	0	0	3
BUS 120 Accounting I	4	0	3	5
ECO 102 Economics I	3	0	0	3
BUS 110 Office Machines I	2	0	3	3
	<hr/> 12	<hr/> 0	<hr/> 6	<hr/> 14
THIRD QUARTER				
ENG 102 Composition	3	0	0	3
BUS 115 Business Law I	3	0	0	3
BUS 121 Accounting II	4	0	3	5
ECO 104 Economics II	3	0	0	3
	<hr/> 13	<hr/> 0	<hr/> 3	<hr/> 14
FOURTH QUARTER				
BUS 116 Business Law II	3	0	0	3
EDP 101 Principles of Business Data Processing	3	2	0	4
BUS 229 Taxes	2	0	3	3
BUS 239 Marketing	5	0	0	5
	<hr/> 13	<hr/> 2	<hr/> 3	<hr/> 15

Course Title			Hours Per Week				Business Administration 39
			C	L	P	QH	
FIFTH QUARTER							
ENG	205	Business Report Writing	3	0	0	3	
BUS	123	Business Finance I	3	0	0	3	
BUS	232	Sales Development	3	0	0	3	
BUS	271	Office Management	3	0	0	3	
PSY	206	Applied Psychology	3	0	0	3	
			<hr/> 15	<hr/> 0	<hr/> 0	<hr/> 15	
SIXTH QUARTER							
ENG	206	Business Communications	3	0	0	3	
BUS	124	Business Finance II	3	0	0	3	
BUS	243	Advertising	4	0	0	4	
BUS		Elective	6	0	0	6	
			<hr/> 16	<hr/> 0	<hr/> 0	<hr/> 16	
SEVENTH QUARTER							
		Elective*	3	0	0	3	
BUS	235	Business Management	3	0	0	3	
BUS	272	Principles of Supervision	3	0	0	3	
BUS		Elective	6	0	0	6	
			<hr/> 15	<hr/> 0	<hr/> 0	<hr/> 15	

*Unspecified electives may be any course in any associate degree program provided student meets prerequisites.

C - Class

L - Lab

P - Practicum

QH - Quarter Hours Credit



EARLY CHILDHOOD SPECIALIST T-073

Early childhood specialists are concerned with providing for infants and young children in a program which will promote the optimal development of each child. The specialist must understand and be able to (1) meet the physical and nutritional needs of pre-school children; (2) provide activities which stimulate intellectual, emotional and social growth of children; (3) guide children in the formation of acceptable habits and attitudes; and (4) assist children in their learning to communicate effectively with others. In addition, the early childhood education specialist must be able to work effectively with parents and, where necessary, provide guidance in improving the child's home experience.

This curriculum is designed to provide the educational preparation of individuals to serve in a variety of roles in facilities concerned with the care and development of infants and young children. It also provides individuals with the knowledge, understanding and skills needed to work effectively with pre-school children in various stages of development.

The program is built around the developmental approach which aims for the optimal development of each child. As staffing requirements of both day care and residential facilities increase, graduates of this curriculum should find many different types of jobs available.

CURRICULUM BY QUARTERS

Course Title	Hours Per Week			
	C	L	P	QH
FIRST QUARTER				
ENG 100 Oral Communications	3	0	0	3
PSY 102 Introduction to Psychology	5	0	0	5
EDU 101 Child Growth and Development	6	0	0	6
HEA 101 Personal Hygiene and Health	3	0	0	3
	<hr/> 17	<hr/> 0	<hr/> 0	<hr/> 17
SECOND QUARTER				
ENG 101 Introduction to Written Communication	3	0	0	3
PSY 105 Human Growth and Development: Prenatal and Infant	3	0	0	3
EDU 102 Programs for Young Children	4	2	0	5
HEA 107 First Aid Emergencies	2	0	0	2
SCI 101 General Science	3	0	0	3
	<hr/> 15	<hr/> 2	<hr/> 0	<hr/> 16

Course Title		Hours Per Week				Early Childhood Specialist 41
		C	L	P	QH	
THIRD QUARTER						
ENG 102	Composition	3	0	0	3	
PSY 106	Human Growth and Development: Early Childhood	3	0	0	3	
EDU 103	Working with Young Children	4	0	10	5	
EDU 104	Art for Young Children	3	0	0	3	
		<hr/> 13	<hr/> 0	<hr/> 10	<hr/> 14	
FOURTH QUARTER						
ENG 205	Business Report Writing	3	0	0	3	
PSY 200	Human Growth and Development: Middle Childhood	3	0	0	3	
EDU 201	Activities for Young Children	5	0	10	6	
EDU 105	Language Arts and Social Studies Music and Creative Movement for Young Children	3	0	0	3	
		<hr/> 14	<hr/> 0	<hr/> 10	<hr/> 15	
FIFTH QUARTER						
ENG 206	Business Communications	3	0	0	3	
PSY 201	Human Growth and Development: Adolescence	3	0	0	3	
EDU 106	Activities for Young Children: Science and Mathematics	5	0	10	6	
SOC 104	Family: Cross-Cultural Survey	3	0	0	3	
NUT 102	Nutrition for Young Children	3	2	0	4	
		<hr/> 17	<hr/> 2	<hr/> 10	<hr/> 19	
SIXTH QUARTER						
ENG 116	Children's Literature	3	0	0	3	
PSY 202	Human Growth and Development: Adulthood	3	0	0	3	
EDU 202	Seminar Co-op in Early Childhood	5	0	10	6	
SOC 105	Families in the American Culture	3	0	0	3	
		<hr/> 14	<hr/> 0	<hr/> 10	<hr/> 15	
SEVENTH QUARTER						
EDU 205	Seminar-Practicum: Special Problems	5	0	10	6	
EDU 204	Parent Education	3	0	0	3	
EDU 203	The Exceptional Child	3	0	0	3	
SOC 108	Community Service to the Child and His Family	3	0	0	3	
		<hr/> 14	<hr/> 0	<hr/> 10	<hr/> 15	

- Class

- Lab

- Practicum

H - Quarter Hours Credit

ELECTRONIC DATA PROCESSING—
BUSINESS T-022

Computers and information sciences have affected the lives of most Americans, and benefits derived from computers have caused increased demands for personnel in computer science. Because the training of programming personnel on the job is so expensive, there is an increasing demand for the qualified graduate in this area. Such a graduate must think analytically and logically; understand data processing concepts; possess programming skills; and have a knowledge of business, mathematics, accounting, and English sufficient to enable him to use his programming skills effectively.

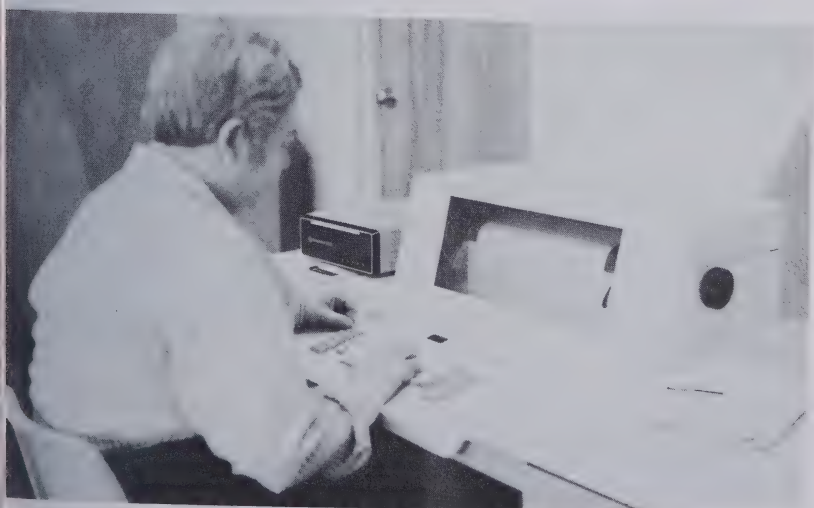
The Electronic Data Processing Program is designed to train students for employment as computer programmers in business. Students write and test programs in the languages used most widely in business today with particular emphasis placed on COBOL. Students program on up-to-date equipment of the type most used in industry. A study of computer systems and basic systems design and analysis is included.

CURRICULUM BY QUARTERS

Course Title			Hours Per Week			
			C	L	P	QH
FIRST QUARTER						
ENG 100	Oral Communication		3	0	0	3
MAT 111	EDP Mathematics I		5	0	0	5
EDP 100	Introduction to Data Processing		3	2	0	4
EDP 102	Logic and Decision Making		2	0	3	3
			13	2	3	15
SECOND QUARTER						
BUS 120	Accounting I		4	0	3	5
MAT 112	EDP Mathematics II		5	0	0	5
EDP 105	Assembly Language Programming I		5	2	0	6
			14	2	3	16
THIRD QUARTER						
ENG 101	Introduction to Written Communication		3	0	0	3
BUS 121	Accounting II		4	0	3	5
MAT 116	Statistics		5	0	0	5
EDP 110	COBOL Programming I		3	2	0	4
			15	2	3	17
FOURTH QUARTER						
ENG 102	Composition		3	0	0	3
	EDP Selection		3	2	0	4
EDP 111	COBOL Programming II		2	4	0	4
EDP 201	Computer Systems		3	2	0	4
			11	8	0	15

Course Title		Hours Per Week				Electronic Data Processing Business 43
		C	L	P	QH	
FIFTH QUARTER						
ENG 206	Business Communications	3	0	0	3	
EDP 112	COBOL Programming III	2	4	0	4	
EDP 205	Systems Design and Analysis I	3	2	0	4	
	EDP Selection	3	2	0	4	
		<hr/>	<hr/>	<hr/>	<hr/>	
		11	8	0	15	
SIXTH QUARTER						
EDP 206	Sociology Elective	3	0	0	3	
	Systems Design and Analysis II	3	2	0	4	
	EDP Selection	3	2	0	4	
	Business Elective	3	0	0	3	
		<hr/>	<hr/>	<hr/>	<hr/>	
		12	4	0	14	
SEVENTH QUARTER						
ENG 205	Business Report Writing	3	0	0	3	
EDP 210	Language Survey	2	0	0	2	
EDP 220	Research Project	1	8	0	5	
	EDP Selection	3	2	0	4	
		<hr/>	<hr/>	<hr/>	<hr/>	
		9	10	0	14	
EDP Selections will be specified by the Institution from the following list of courses:						
EDP 106	Assembly Language Programming II	2	4	0	4	
EDP 230	Introduction to FORTRAN	3	2	0	4	
EDP 240	PL/I Programming I	3	2	0	4	
EDP 250	RPG Programming	3	2	0	4	

- Class
 - Lab
 - Practicum
 QH - Quarter Hours Credit



ELECTRONICS ENGINEERING TECHNOLOGY T-045

The past decade has seen an electronics invasion into practically every industrial operation because of the development of the integrated circuit. The ever expanding application of these tiny microelectronic devices has produced an industrial revolution in the areas of computers, machine controls, communications, entertainment electronics, space technology and medical electronics. As a result, thousands of new job opportunities have emerged for the electronics technician. The individual who expects to enter this fascinating field must acquire the highly specialized skills and knowledge which will enable him to work with engineers and scientists in developing, constructing and testing all kinds of electronic products. An ECPD accredited curriculum.

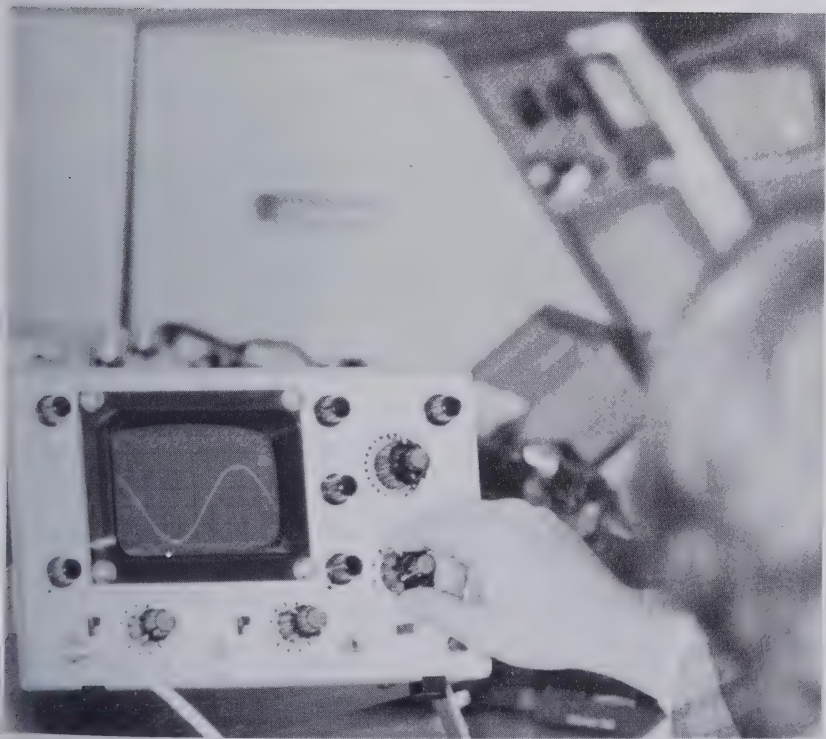
CURRICULUM BY QUARTERS

Course Title		Hours Per Week			
		C	L	P	QH
FIRST QUARTER					
MAT 101	Technical Mathematics I	5	0	0	5
ENG 100	Oral Communication	3	0	0	3
ELC 101	Fundamentals of Electricity I	5	2	6	8
		13	2	6	16
SECOND QUARTER					
MAT 102	Technical Mathematics II	5	0	0	5
ENG 101	Introduction to Written Communication	3	0	0	3
ELC 102	Fundamentals of Electricity II	5	2	6	8
		13	2	6	16
THIRD QUARTER					
MAT 103	Technical Mathematics III	5	0	0	5
ENG 102	Composition	3	0	0	3
PHY 111	Physics: Mechanics	3	2	0	4
ELN 105	Control Devices	5	2	6	8
		16	4	6	20
FOURTH QUARTER					
MAT 201	Technical Mathematics IV	5	0	0	5
PHY 112	Physics: Materials and Heat	3	2	0	4
ELN 205	Semi-Conductor Applications I	5	2	6	8
		13	4	6	17
FIFTH QUARTER					
ENG 103	Technical Report Writing	3	0	0	3
MAT 208	Calculus for Electronics	5	0	0	5
ELN 224	Pulse Circuits and Wave Shaping	4	0	6	6
ELN 210	Semi-Conductor Applications II	4	0	6	6
		16	0	12	20

Course Title		Hours Per Week				<i>Electronics Engineering Technology</i> 45	
		C	L	P	QH		
SIXTH QUARTER							
DFT	101	Technical Drafting I		2	0	6	4
PSY	206	Applied Psychology		3	0	0	3
ELN	235	Industrial Electronics		3	0	6	5
ELN	240	Digital Fundamentals		4	0	6	6
				12	0	18	18
SEVENTH QUARTER							
PHY	114	Physics: Light and Sound		3	2	0	4
ECO	102	Economics		3	0	0	3
ELN	245	Electronic Design Project		0	0	6	2
ELN	220	Electronic Systems Analysis		4	0	6	6
				10	2	12	15

C - Class
 L - Lab
 P - Practicum
 QH - Quarter Hours Credit

C - Class
 L - Lab
 P - Practicum
 QH - Quarter Hours Credit



EXECUTIVE SECRETARIAL SCIENCE T-030

Many individuals are employed in occupations requiring stenographic skills. Practically all secretaries record dictation and transcribe it on the typewriter. Usually they have additional duties related to the nature of the employer's business, and sometimes they have special job titles which reflect skill levels or job specialities. In addition to their stenographic work, secretaries usually relieve employers of routine duties and frequently handle a variety of business details on their own initiative.

The two year program of studies provides instruction in all phases of secretarial work, including the operation of the most up-to-date office machines.

CURRICULUM BY QUARTERS

Course Title	Hours Per Week			
	C	L	P	QH
FIRST QUARTER				
ENG 100 Oral Communications	3	0	0	3
BUS 109 Business Mathematics	5	0	0	5
ECO 108 Consumer Economics	3	0	0	3
BUS 102 Typewriting I	2	0	3	3
	<hr/> 13	<hr/> 0	<hr/> 3	<hr/> 14
SECOND QUARTER				
ENG 101 Introduction to Written Communications	3	0	0	3
BUS 103 Typewriting II	2	0	3	3
BUS 106 Shorthand I	3	0	3	4
BUS 110 Office Machines I	2	0	3	3
	<hr/> 10	<hr/> 0	<hr/> 9	<hr/> 13
THIRD QUARTER				
ENG 102 Composition	3	0	0	3
BUS 104 Typewriting III	2	0	3	3
BUS 107 Shorthand II	3	0	3	4
BUS 120 Accounting I	4	0	3	5
	<hr/> 12	<hr/> 0	<hr/> 9	<hr/> 15
FOURTH QUARTER				
BUS 108 Shorthand III	3	0	3	4
BUS 105 Typewriting IV	2	0	3	3
BUS 115 Business Law	3	0	0	3
BUS 211 Office Machines II	2	0	3	3
ENG 205 Report Writing	3	0	0	3
	<hr/> 13	<hr/> 0	<hr/> 9	<hr/> 16

Course Title

Hours Per Week

C L P QH

Executive
Secretarial
Science
47

FIFTH QUARTER

BUS 206	Dictation - Transcription I	3	0	3	4
BUS 113	Vocabulary/Terminology I	3	0	0	3
EDP 101	Principles of Business Data Processing	3	2	0	4
ENG 206	Business Communications	3	0	0	3
PSY 112	Personality Development	3	0	0	3
		<hr/>	<hr/>	<hr/>	<hr/>
		15	2	3	17

SIXTH QUARTER

BUS 207	Dictation - Transcription II	3	0	3	4
BUS 214	Secretarial Procedures	4	0	6	6
BUS 213	Filing	3	0	0	3
BUS	Elective	3	0	0	3
		<hr/>	<hr/>	<hr/>	<hr/>
		13	0	9	16

SEVENTH QUARTER

SOC 103	Sociology	3	0	0	3
BUS 208	Dictation - Transcription III	3	0	3	4
BUS 272	Principles of Supervision	3	0	0	3
BUS 219	Office Applications (or BUS Elective)	1	0	20	3
		<hr/>	<hr/>	<hr/>	<hr/>
		10	0	23	13

C - Class
L - Lab
P - Practicum
QH - Quarter Hours Credit



EXECUTIVE SECRETARIAL SCIENCE — MACHINE TRANSCRIPTION OPTION — T-033

This course of study is very similar to the Executive Secretarial Science curriculum with one major difference. There is no shorthand offered in this program. In its place are several courses which will prepare these students for handling machine transcription. In many offices shorthand is not used, and in others machine transcription serves the purposes of the employer. In addition, students in this option get two quarters of accounting, a quarter of economics, and a course in vocabulary and terminology which is new in business offerings.

CURRICULUM BY QUARTERS

Course Title	Hours Per Week			
	C	L	P	QH
FIRST QUARTER				
ENG 100 Oral Communications	3	0	0	3
BUS 109 Business Mathematics	5	0	0	5
ECO 108 Consumer Economics	3	0	0	3
BUS 102 Typewriting I	2	0	3	3
	<hr/> 13	<hr/> 0	<hr/> 3	<hr/> 14
SECOND QUARTER				
ENG 101 Introduction to Written Communications	3	0	0	3
BUS 103 Typewriting II	2	0	3	3
BUS 110 Office Machines I	2	0	3	3
BUS 120 Accounting I	4	0	3	5
	<hr/> 11	<hr/> 0	<hr/> 9	<hr/> 14
THIRD QUARTER				
ENG 102 Composition	3	0	0	3
BUS 104 Typewriting III	2	0	3	3
BUS 211 Office Machines II	2	0	3	3
BUS 121 Accounting II	4	0	3	5
	<hr/> 11	<hr/> 0	<hr/> 9	<hr/> 14
FOURTH QUARTER				
BUS 105 Typewriting IV	2	0	3	3
BUS 115 Business Law I	3	0	0	3
ENG 205 Report Writing	3	0	0	3
ECO 102 Economics	3	0	0	3
BUS 232 Sales Development	3	0	0	3
	<hr/> 14	<hr/> 0	<hr/> 3	<hr/> 15

Course Title			Hours Per Week				Executive Secretarial Science Machine Transcription Option 49
			C	L	P	QH	
FIFTH QUARTER							
BUS 112	Techniques of Machine Transcription		2	0	3	3	
PSY 112	Personality Development		3	0	0	3	
ENG 206	Business Communications		3	0	0	3	
EDP 101	Principles of Business Data Processing		3	2	0	4	
BUS 113	Vocabulary/Terminology I		3	0	0	3	
			14	2	3	16	
SIXTH QUARTER							
PSY 206	Applied Psychology		3	0	0	3	
BUS 214	Secretarial Procedures		4	0	6	6	
BUS 213	Filing		3	0	0	3	
BUS 212	Machine Transcription		2	0	3	3	
BUS 114	Vocabulary/Terminology II		3	0	0	3	
			15	0	9	18	
SEVENTH QUARTER							
SOC 103	Sociology		3	0	0	3	
BUS 215	Machine Transcription		2	0	3	3	
BUS 272	Principles of Supervision		3	0	0	3	
BUS	Elective		6	0	0	6	
			14	0	3	15	

C - Class
 L - Lab
 P - Practicum
 QH - Quarter Hours Credit



FIRE SCIENCE TECHNOLOGY T-063

The rapidly developing age of scientific developments changes the ways of man and continually brings about a need for further changes. The public fire service is no exception. New chemicals that are volatile, pyrophonic, radioactive, and explosive are being transported and stored in every section of North Carolina.

Modern fire service requires intelligent, courageous, and dedicated men. They must be willing to keep pace with the rapid technical changes and be able to cope with new problems that confront them. This is necessary not only to save the lives of others but also their own.

Rising cost and the increased demands on governmental budgets require more efficient use of available funds, equipment, and manpower. The curriculum is designed to enable the individual to draw from a vast store of technical and professional knowledge to make decisions effectively both on and off the emergency scene. In this manner he may assist the economic life of the community through improved services to the public.

Through technical education, the individual requires specialized knowledge of this vital field of public service and develops specific competencies for the performance of fire service administrative and supervisory duties. The curriculum includes areas such as the scientific understanding of fire hazards and their control and general courses that prepare him to work harmoniously with people.

CURRICULUM BY QUARTERS

Course Title	Hours Per Week			
	C	L	P	QH
FIRST QUARTER				
ENG 100 Oral Communications	3	0	0	3
MAT 115 Fundamental Concepts of Math	3	0	0	3
CHM 101 Chemistry	4	2	0	5
FIP 101 Introduction to Fire Science	3	0	0	3
FIP 225 Fire Protection Law	3	0	0	3
	16	2	0	17
SECOND QUARTER				
ENG 101 Introduction to Written Communications	3	0	0	3
PHY 101 Concepts in Physics	3	0	0	3
FIP 220 Fire Fighting Strategy	3	0	0	3
FIP 102 Municipal Fire Administration	3	0	0	3
PSY 101 Psychology	3	0	0	3
	15	0	0	15

Course Title			Hours Per Week				Fire Science Technology 51
			C	L	P	QH	
THIRD QUARTER							
ENG 102	Composition		3	0	0	3	
ELC 205	Applied Electricity		3	2	0	4	
FIP 104	Industrial Fire and Safety Hazard		3	0	0	3	
BUS 272	Principles of Supervision		3	0	0	3	
FIP 108	Investigative Photography		1	2	0	2	
			13	4	0	15	
FOURTH QUARTER							
ENG 103	Technical Report Writing		3	0	0	3	
FIP 208	Municipal Public Relations		3	0	0	3	
DFT 121	Blueprint Interpretation		1	2	0	2	
FIP 209	Hazardous Chemicals and Materials		3	2	0	4	
FIP 115	Fire Prevention Programs		3	0	0	3	
			13	4	0	15	
FIFTH QUARTER							
FIP 106	Fire Protection Codes and Standards		3	0	0	3	
FIP 202	Building Construction as Related to Fire Protection		3	0	0	3	
DFT 122	Technical Drafting		1	2	0	2	
FIP 234	Pump, Sprinkler, and Standpipe Systems		3	2	0	4	
SOC 102	Principles of Sociology		5	0	0	5	
			15	4	0	17	
SIXTH QUARTER							
FIP 245	Automatic Fire Alarm and Extinguishing Systems		3	2	0	4	
POL 103	Government: State and Local		5	0	0	5	
FIP 201	Fire Detection & Investigation		3	0	0	3	
FIP 203	Emergency Medical Care I		5	0	0	5	
			16	2	0	17	
SEVENTH QUARTER							
FIP 230	Hydraulics & Water Distribution		3	0	0	3	
FIP 135	Training Programs & Methods of Instruction		3	0	0	3	
SOC 209	Social Problems		3	0	0	3	
FIP 235	Inspection Principles & Practices		3	0	0	3	
FIP 207	Emergency Medical Care II		5	0	0	5	
			17	0	0	17	

C - Class

L - Lab

P - Practicum

QH - Quarter Hours Credit

MANUFACTURING ENGINEERING TECHNOLOGY - T-050

This field is perhaps one of the most promising ones that a student with an interest in science and mechanics may enter in our modern technical world. The demand for trained technicians has exceeded the supply for many years, and every indication is that this situation will continue. This two year program prepares the student for employment as an engineering assistant in such fields as quality control, plant layout, methods and time study, metallurgy, technical sales, and management. Job opportunities exist in industry, civil service, military service, insurance, and the consulting fields.

The Manufacturing Engineering Technology program combines academic courses with laboratory and shop practice. An extensive machine shop, a well equipped material testing laboratory, as well as chemistry and physics laboratories, insure that actual job techniques will be practiced. An ECPD accredited curriculum.

CURRICULUM BY QUARTERS

Course Title			Hours Per Week			
			C	L	P	QH
FIRST QUARTER						
MAT 101	Technical Mathematics I		5	0	0	5
ENG 100	Oral Communication		3	0	0	3
DFT 101	Technical Drafting I		2	0	6	4
MEC 101	Machine Processes I		1	0	6	3
MEC 192	Orientation to Manufacturing Engineering Technology		1	0	0	1
			12	0	12	16
SECOND QUARTER						
MAT 102	Technical Mathematics II		5	0	0	5
ENG 101	Introduction to Written Communication		3	0	0	3
PHY 111	Physics: Mechanics		3	2	0	4
DFT 102	Technical Drafting II		2	0	6	4
MEC 102	Machine Processes II		1	0	6	3
			14	2	12	19
THIRD QUARTER						
MAT 103	Technical Mathematics III		5	0	0	5
ENG 102	Composition		3	0	0	3
MEC 201	Manufacturing Processes I		1	0	6	3
PHY 112	Physics: Materials and Heat		3	2	0	4
			12	2	6	15

Course Title

Hours Per Week

C L P QH

Manufacturing
Engineering
Technology
53

FOURTH QUARTER

MEC 104	Applied Mechanics	5	0	0	5
MEC 210	Ferrous Metallurgy	3	0	3	4
MEC 235	Fluid Power	3	0	3	4
MAT 160	Engineering Computations	1	0	3	2

12	0	9	15
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FIFTH QUARTER

ELC 205	Applied Electricity	3	2	0	4
MEC 205	Strength of Materials	3	2	0	4
MEC 211	Non-Ferrous Metallurgy and Heat Treatment	3	0	3	4
MEC 202	Manufacturing Processes II	2	0	6	4
ECO 102	Economics	3	0	0	3

14	4	9	19
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SIXTH QUARTER

PSY 206	Applied Psychology	3	0	0	3
ISC 202	Quality Control	3	2	0	4
MEC 237	Control Systems	3	2	0	4
ISC 201	Industrial Organization and Management	3	0	0	3
ISC 203	Motion and Time Study	3	2	0	4

15	6	0	18
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SEVENTH QUARTER

ISC 209	Plant Layout	3	2	0	4
ENG 103	Technical Report Writing	3	0	0	3
MEC 230	Plant Services	3	2	0	4
PLA 101	Introduction to Plastics	2	0	3	3
MEC 203	Welding Processes	2	0	3	3

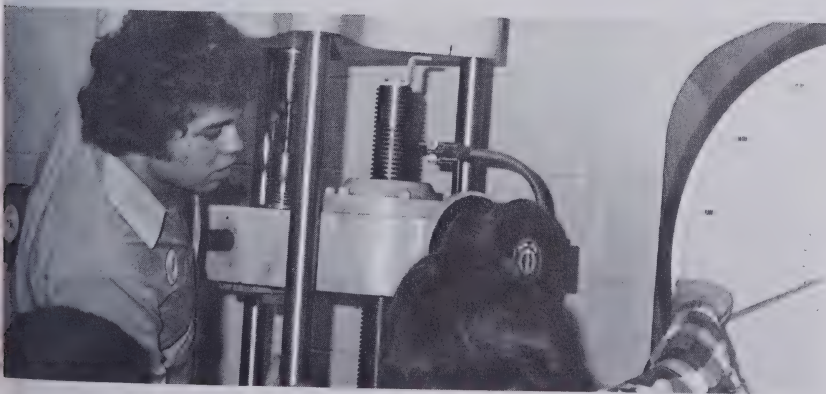
13	4	6	17
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C - Class

L - Lab

P - Practicum

QH - Quarter Hours Credit



MARKETING AND RETAILING T-020

Marketing and retailing is a program which teaches students the techniques of marketing, management, and distribution which are used in many businesses. The program is designed to give the student a chance to learn the theoretical, as well as practical aspects of occupations at the mid-management level. Retailing occupations are those followed by workers engaged in marketing or merchandising activities or in contact with buyers and sellers when (1) distributing to consumers, retailers, jobbers, wholesalers, and others the products of farm and industry or selling services, or (2) managing, operating, or conducting retail, wholesale, or service businesses. Distribution pertains to business and consumer services. Occupations are many and diverse, ranging from stock clerk to the head of a giant distribution-oriented corporation. Thus there are hundreds of entry occupations in this field.

CURRICULUM BY QUARTERS

Course Title	Hours Per Week			
	C	L	P	QH
FIRST QUARTER				
ENG 100 Oral Communications	3	0	0	3
BUS 100 Rapid Calculations	3	0	0	3
BUS 245 Retailing	3	0	0	3
BUS 239 Marketing	5	0	0	5
BUS 102 Typewriting	2	0	3	3
	<hr/> 16	<hr/> 0	<hr/> 3	<hr/> 17
SECOND QUARTER				
ENG 101 Introduction to Written Communications	3	0	0	3
BUS 120 Accounting I	4	0	3	5
BUS 232 Sales Development	3	0	0	3
ECO 102 Economics I	3	0	0	3
BUS 109 Business Mathematics	5	0	0	5
	<hr/> 18	<hr/> 0	<hr/> 3	<hr/> 19
THIRD QUARTER				
ENG 102 Composition	3	0	0	3
BUS 110 Office Machines	2	0	3	3
BUS 115 Business Law I	3	0	0	3
BUS 123 Finance I	3	0	0	3
ECO 104 Economics II	3	0	0	3
	<hr/> 14	<hr/> 0	<hr/> 3	<hr/> 15
FOURTH QUARTER				
BUS 249 Marketing/Retailing Seminar	3	0	12	7
PSY 112 Personality Development	3	0	0	3
BUS 116 Business Law II	3	0	0	3
ENG 206 Business Communications	3	0	0	3
	<hr/> 12	<hr/> 0	<hr/> 12	<hr/> 16

Course Title			Hours Per Week				Marketing and Retailing 55
			C	L	P	QH	
FIFTH QUARTER							
BUS	272	Principles of Supervision	3	0	0	3	
PSY	102	General Psychology	5	0	0	5	
EDP	101	Principles of Business Data Processing	3	0	3	4	
BUS	243	Advertising	4	0	0	4	
			15	0	3	16	
SIXTH QUARTER							
BUS	240	Credit Procedures	3	0	0	3	
BUS	242	Display and Design	3	2	0	4	
BUS	262	Fashion Merchandising	3	2	0	4	
BUS	237	Wholesaling	3	0	0	3	
PSY	206	Applied Psychology	3	0	0	3	
			15	4	0	17	
SEVENTH QUARTER							
BUS	234	Advanced Sales	3	0	0	3	
BUS	241	Social Stratification	3	0	0	3	
BUS	244	Marketing Research	4	2	0	5	
ECO	108	Consumer Economics	3	0	0	3	
			13	2	0	14	

C - Class
 L - Lab
 P - Practicum
 QH - Quarter Hours Credit



MECHANICAL DRAFTING AND DESIGN
ENGINEERING TECHNOLOGY T-043

Drafting is the language of industrial production, and draftsmen and designers are the language experts in this field. The technical draftsman is responsible for the design and graphical representation of the processes and materials of production. Individuals employed in this field are expected to use creative imagination in the design of tools, machines and machine parts which will facilitate production of goods. This rapidly expanding field offers opportunities which compare favorably with those in any other technical area.

The Drafting and Design program provides the students with an extensive background in the fundamentals of drafting and an understanding of the application of these principles to the design of machines, tools, dies, fixtures, cams, and gears. The course also provides a knowledge of manufactured products, and valuable information for those interested in selling metal products. Emphasis is placed upon the ability to think and plan, and not merely upon drafting techniques. An ECPD accredited curriculum.

CURRICULUM BY QUARTERS

Course Title			Hours Per Week			
			C	L	P	QH
FIRST QUARTER						
DFT 101	Technical Drafting I		2	0	6	4
MAT 101	Technical Mathematics I		5	0	0	5
MEC 101	Machine Processes I		1	0	6	3
ENG 100	Oral Communication		3	0	0	3
DFT 192	Orientation to Design Drafting		1	0	0	1
			12	0	12	16
SECOND QUARTER						
DFT 102	Technical Drafting II		2	0	6	4
MAT 102	Technical Mathematics II		5	0	0	5
MEC 102	Machine Processes II		1	0	6	3
PHY 111	Physics: Mechanics		3	2	0	4
ENG 101	Introduction to Written Communication		3	0	0	3
			14	2	12	19
THIRD QUARTER						
DFT 103	Technical Drafting III		2	0	6	4
MAT 103	Technical Mathematics III		5	0	0	5
PHY 112	Physics: Materials and Heat		3	2	0	4
ENG 102	Composition		3	0	0	3
MEC 201	Manufacturing Processes I		1	0	6	3
			14	2	12	19

Course Title			Hours Per Week				<i>Mechanical Drafting and Design Engineering Technology 57</i>
			C	L	P	QH	
FOURTH QUARTER							
DFT	205	Design Drafting I	2	0	6	4	
DFT	260	Dimensioning & Tolerancing	1	0	3	2	
MEC	104	Applied Mechanics	5	0	0	5	
MEC	210	Ferrous Metallurgy	3	0	3	4	
MEC	235	Fluid Power	3	0	3	4	
			<hr/>	<hr/>	<hr/>	<hr/>	
			14	0	15	19	
FIFTH QUARTER							
DFT	204	Descriptive Geometry	3	0	3	4	
DFT	206	Design Drafting II	2	0	6	4	
MEC	205	Strength of Materials	3	2	0	4	
ELC	205	Applied Electricity	3	2	0	4	
			<hr/>	<hr/>	<hr/>	<hr/>	
			11	4	9	16	
SIXTH QUARTER							
DFT	223	Design Drafting III	3	0	6	5	
DFT	211	Mechanisms	3	0	3	4	
ENG	103	Technical Report Writing	3	0	0	3	
MEC	237	Control Systems	3	2	0	4	
			<hr/>	<hr/>	<hr/>	<hr/>	
			12	2	9	16	
SEVENTH QUARTER							
DFT	212	Jig & Fixture Design	3	0	6	5	
DFT	224	Product Design	2	0	6	4	
PSY	206	Applied Psychology	3	0	0	3	
ISC	201	Industrial Organization & Management	3	0	0	3	
			<hr/>	<hr/>	<hr/>	<hr/>	
			11	0	12	15	

C - Class
 L - Lab
 P - Practicum
 QH - Quarter Hours Credit



NUCLEAR MEDICINE TECHNOLOGY T-104

Nuclear Medicine, the discipline concerned with the diagnosis, treatment and clinical investigation of disease utilizing internally administered radioisotopes and sophisticated electronic detecting equipment, is one of the most useful and rapidly growing branches of modern medicine.

The student is trained to perform all clinical nuclear medicine procedures and is provided with the basic background in physics, anatomy, physiology, mathematics, radiobiology, instrumentation, electronics and radiopharmaceuticals essential to the performance of work of superior quality.

Bowman Gray School of Medicine, North Carolina Baptist Hospital and Forsyth Memorial Hospital will provide the clinical experience for degree requirements.

CURRICULUM BY QUARTERS

Course Title	Hours Per Week			
	C	L	P	QH
FIRST QUARTER				
BIO 107 Anatomy and Physiology I	3	2	0	4
CHM 103 Chemistry - General and Inorganic	3	2	0	4
ENG 100 Oral Communication	3	0	0	3
MAT 113 Mathematics I	3	0	0	3
BIO 115 Medical Terminology I	1	0	0	1
NMT 101 Nuclear Medicine Technology I	1	0	0	1
	14	4	0	16
SECOND QUARTER				
BIO 108 Anatomy and Physiology II	3	2	0	4
ENG 101 Introduction to Written Communications	3	0	0	3
CHM 104 Organic and Biochemistry	3	2	0	4
MAT 114 Mathematics II	3	0	0	3
PHY 101 Concepts in Physics	3	0	0	3
BIO 116 Medical Terminology II	1	0	0	1
NMT 102 Nuclear Medicine Technology II	1	0	0	1
	17	4	0	19
THIRD QUARTER				
BIO 169 Fundamentals of Disease Processes	4	0	0	4
PHY 102 Electricity and Electronics	3	0	0	3
PSY 169 Social Psychology of Health & Illness	3	0	0	3
BIO 139 Topographical Anatomy	2	0	0	2
NMT 103 Nuclear Medicine Technology III	1	0	0	1
	13	0	0	13

Course Title		Hours Per Week				Nuclear Medicine Technology 59
		C	L	P	QH	
FOURTH QUARTER						
MAT 116	Statistics	5	0	0	5	
NMT 125	Film Processing	1	2	0	2	
NMT 104	Nuclear Medicine Technology IV	2	0	0	2	
NMT 129	Practicum I	0	0	12	4	
PHY 103	Modern Physics	2	0	0	2	
		10	2	12	15	
FIFTH QUARTER						
NMT 116	Nuclear Physics	2	0	0	2	
NMT 111	Principles of Nuclear Medicine I	2	0	0	2	
NMT 268	Open Lab Practicum I	0	0	6	2	
NMT 269	Practicum II	0	6	24	11	
		4	6	30	17	
SIXTH QUARTER						
NMT 117	Health Physics	1	0	0	1	
NMT 221	Principles of Nuclear Medicine II	2	0	0	2	
NMT 223	Radiopharmaceuticals I	2	0	0	2	
NMT 230	Nuclear Medicine Instrumentation I	3	2	0	4	
NMT 273	Open Lab Practicum II	0	0	6	2	
NMT 274	Practicum III	0	6	24	11	
		8	8	30	22	
SEVENTH QUARTER						
NMT 233	Radiopharmaceuticals II	2	0	0	2	
NMT 240	Nuclear Medicine Instrumentation II	3	2	0	4	
NMT 231	Principles of Nuclear Medicine III	2	0	0	2	
NMT 278	Open Lab Practicum III	0	0	6	2	
NMT 279	Practicum IV	0	6	24	11	
NMT 289	Radiobiology	2	0	0	2	
		9	8	30	23	
EIGHTH QUARTER						
NMT 241	Principles of Nuclear Medicine IV	2	0	0	2	
NMT 256	Introduction to Radioimmunoassay	1	2	0	2	
NMT 283	Open Lab Practicum IV	0	0	6	2	
NMT 284	Practicum V	0	6	24	11	
NMT 290	Nuclear Medicine Technology Seminar	2	0	0	2	
		5	8	30	19	

C - Class
 L - Lab
 P - Practicum
 QH - Quarter Hours Credit

ORNAMENTAL HORTICULTURE T-009

The modern emphasis on outdoor living has created a greater interest in the use of ornamental plants in today's beauty-conscious society. The increased awareness of the value of ornamental plants in landscaping by government, industry, and home-owners has produced a greater demand for trained horticulture technicians.

The Ornamental Horticulture program is designed to give students a good understanding of principles, techniques, and skills which are a necessary foundation for the independent, creative thinking essential to success in this field. Successful completion of this program should qualify individuals for employment in supervision of nurseries and plantings, greenhouse operation, work related to processing and distribution, management of garden shops, supervision or maintenance of golf courses and sale of horticulture products.

CURRICULUM BY QUARTERS

Course Title	Hours Per Week			
	C	L	P	QH
FIRST QUARTER				
ENG 100 Oral Communication	3	0	0	3
AGR 185 Soil Science and Fertilizer	5	2	0	6
CHM 101 Chemistry	4	2	0	5
AGR 254 Plant Propagation	3	2	0	4
	15	6	0	18
SECOND QUARTER				
ENG 101 Introduction to Written Communication	3	0	0	3
AGR 170 Plant Science	4	2	0	5
AGR 201 Agricultural Chemicals	4	2	0	5
BUS 102 Typing I	2	0	3	3
	13	4	3	16
THIRD QUARTER				
ENG 102 Composition	3	0	0	3
AGR 140 Home Maintenance	2	4	0	4
AGR 151 Plant Materials I	3	4	0	5
AGR 258 Turf Practices	3	4	0	5
	11	12	0	17
FOURTH QUARTER				
AGR 152 Plant Materials II	3	4	0	5
AGR 256 Nursery Management I	2	4	0	4
AGR 251 Landscape Gardening I	3	4	0	5
ENG 103 Technical Report Writing	3	0	0	3
	11	12	0	17

Course Title		Hours Per Week				Ornamental Horticulture 61
		C	L	P	QH	
FIFTH QUARTER						
AGR 257	Nursery Management II	2	4	0	4	
AGR 252	Landscape Gardening II	3	4	0	5	
MAT 110	Business Mathematics	5	0	0	5	
AGR 259	Garden Center Management	1	2	0	2	
		<hr/> 11	<hr/> 10	<hr/> 0	<hr/> 16	
SIXTH QUARTER						
AGR 200	Practicum	0	0	30	3	
AGR 210	Field Analysis	5	0	0	5	
AGR 220	Vegetable and Flower Gardening	4	0	0	4	
		<hr/> 9	<hr/> 0	<hr/> 30	<hr/> 12	
SEVENTH QUARTER						
AGR 153	Greenhouse Management	3	2	0	4	
AGR 145	Entomology & Pathology	3	4	0	5	
AGR 240	Landscape Construction	4	2	0	5	
ECO 102	Economics	3	0	0	3	
		<hr/> 13	<hr/> 8	<hr/> 0	<hr/> 17	

C - Class
L - Lab
P - Practicum
QH - Quarter Hours Credit



POLICE SCIENCE TECHNOLOGY T-064

Police agencies today are moving toward a professional status and law enforcement techniques have evolved from simple jobs requiring minimal qualifications to highly complex activities requiring a great capacity for highly specialized knowledge.

Police officers, both men and women, are charged with the responsibility of protecting life and property. Their responsibilities include preserving the peace, preventing criminal acts, enforcing the law, and apprehending the offenders.

Many opportunities are available for qualified individuals to enter police work. However, future opportunities may be determined to a greater degree by technological and scientific changes in the ever widening scope of law enforcement services.

The Police Science Technology program is designed to instruct the student in current law enforcement methods and in the behavioral sciences. It also provides a firm base of general education, including biology, mathematics, and language skills in developing proficiency in leadership necessary for employment at the operational or management level.

CURRICULUM BY QUARTERS

Course Title			Hours Per Week			
			C	L	P	QH
FIRST QUARTER						
ENG 100	Oral Communications		3	0	0	3
PSC 101	Introduction to Law Enforcement		5	0	0	5
PSY 102	General Psychology		5	0	0	5
SOC 102	Principles of Sociology		5	0	0	5
			18	0	0	18
SECOND QUARTER						
ENG 101	Written Communications		3	0	0	3
POL 102	Government — National		5	0	0	5
PSC 220	Police Organization & Administration		5	0	0	5
SOC 209	Social Problems		3	0	0	3
			16	0	0	16
THIRD QUARTER						
ENG 102	Composition		3	0	0	3
POL 103	Government — State		5	0	0	5
PSC 120	Administration of Justice		3	0	0	3
BIO 101	General Biology I		3	2	0	4
			14	2	0	15

Course Title			Hours Per Week				Police Science Technology 63
			C	L	P	QH	
FOURTH QUARTER							
MAT	115	Fundamental Concepts of Mathematics	3	0	0	3	
PSC	110	Police Role in Crime and Delinquency	5	0	0	5	
BIO	102	General Biology II	3	2	0	4	
BUS	102	Typewriting	2	0	3	3	
			13	2	3	15	
FIFTH QUARTER							
ENG	103	Report Writing	3	0	0	3	
ENG	115	Appreciation of Literature	3	0	0	3	
PSC	115	Criminal Law	5	0	0	5	
PHI	101	Philosophy	3	0	0	3	
			14	0	0	14	
SIXTH QUARTER							
PSY	207	Social Psychology	5	0	0	5	
PSC	116	Criminal Law II	5	0	0	5	
PSC	210	Criminalistics I	3	2	0	4	
SOC	210	Minorities in American Society	3	0	0	3	
			16	2	0	17	
SEVENTH QUARTER							
MAT	116	Fundamental Concepts of Statistics	5	0	0	5	
SC	211	Criminalistics II	3	2	0	4	
SY	108	Abnormal Psychology	5	0	0	5	
			13	2	0	14	

- Class
- Lab
- Practicum
H - Quarter Hours Credit



RADIOLOGIC TECHNOLOGY T-061

During the first three quarters of Radiologic Technology training, the student will participate in a Core Curriculum for Allied Health Students. In this Core Curriculum, emphasis is placed upon the basic sciences and their relationship to the various fields of the medical profession.

Upon completion of this Core Curriculum, the student will begin a specialized study in the field of Radiologic Technology. Each student receives extensive training in the clinical use of ionizing radiation for diagnosis and treatment of injury and disease. The student will become proficient in the operation of all types of radiographic equipment and will gain a thorough knowledge of accessories and photographic principles to produce high quality radiographs. This knowledge is applied as a planned learning experience under the supervision of staff technologists and clinical instructors at North Carolina Baptist Hospital and Forsyth Memorial Hospital.

CURRICULUM BY QUARTERS

Course Title	Hours Per Week			
	C	L	P	QH
FIRST QUARTER				
BIO 107 Anatomy and Physiology I	3	2	0	4
CHM 103 Chemistry - General and Inorganic	3	2	0	4
ENG 100 Oral Communications	3	0	0	3
MAT 113 Mathematics	3	0	0	3
BIO 115 Medical Terminology I	1	0	0	1
	13	4	0	15
SECOND QUARTER				
BIO 108 Anatomy and Physiology II	3	2	0	4
ENG 101 Introduction to Written Communication	3	0	0	3
MAT 114 Mathematics	3	0	0	3
BIO 116 Medical Terminology II	1	0	0	1
CHM 104 Organic and Biochemistry	3	2	0	4
RDT 113 Departmental Orientation and Ethics and Elementary Radiation Protection	1	0	3	2
	14	4	3	17
THIRD QUARTER				
BIO 169 Fundamentals of Disease Processes	4	0	0	4
PSY 169 Social Psychology of Health and Illness	3	0	0	3
BIO 139 Topographical Anatomy	2	0	0	2
HEA 116 Fundamentals of Patient Care	2	0	0	2
RDT 114 Basic Essentials of Radiologic Technology	2	0	6	4
PHY 101 Concepts in Physics	3	0	0	3
	16	0	6	18

Course Title			Hours Per Week				Radiologic Technology 65
			C	L	P	QH	
FOURTH QUARTER							
RDT 139	Positioning and Related Anatomy I		3	0	0	3	
RDT 125	Radiographic Darkroom		2	0	0	2	
RDT 137	Radiographic Technique I		3	0	0	3	
RDT 116	Radiographic Terminology		1	0	0	1	
RDT 138	Practicum I		0	6	24	11	
RDT 161	Open Lab Practicum I		0	0	6	2	
			—	—	—	—	
FIFTH QUARTER			9	6	30	22	
RDT 289	Film Critique I		1	0	0	1	
RDT 260	Pediatric Radiography		1	0	0	1	
RDT 259	Positioning and Related Anatomy II		3	0	0	3	
RDT 238	Practicum II		0	6	24	11	
RDT 216	Radiation Physics		3	0	0	3	
RDT 237	Radiographic Technique II		3	0	0	3	
RDT 262	Open Lab Practicum II		0	0	6	2	
			—	—	—	—	
SIXTH QUARTER			11	6	30	24	
RDT 280	Dental Radiography		1	0	0	1	
RDT 290	Film Critique II		2	0	0	2	
RDT 220	Operating Room Radiography		1	0	0	1	
RDT 269	Positioning and Related Anatomy III		3	0	0	3	
RDT 249	Radiation Protection		1	0	0	1	
RDT 275	TV and Monitor Systems		1	0	0	1	
RDT 263	Open Lab Practicum III		0	0	6	2	
RDT 248	Practicum III		0	6	24	11	
			—	—	—	—	
SEVENTH QUARTER			9	6	30	22	
RDT 276	Equipment Maintenance		1	0	0	1	
RDT 291	Film Critique III		2	0	0	2	
RDT 204	Nuclear Medicine		2	0	0	2	
RDT 258	Practicum IV		0	6	24	11	
RDT 283	Radiographic Pathology		2	0	0	2	
RDT 233	Seminar I		1	0	0	1	
RDT 250	Special Procedures I		2	0	0	2	
RDT 264	Open Lab Practicum IV		0	0	6	2	
			—	—	—	—	
EIGHTH QUARTER			10	6	30	23	
RDT 257	Departmental Administration		1	0	0	1	
RDT 292	Film Critique IV		2	0	0	2	
RDT 268	Practicum V		0	6	24	11	
RDT 281	Radiation Therapy		2	0	0	2	
RDT 234	Seminar II		1	0	0	1	
RDT 252	Special Procedures II		2	0	0	2	
RDT 265	Open Lab Practicum V		0	0	6	2	
RDT 266	Clinical Internship**		0	0	15	2	
			—	—	—	—	
			8	6	45	23	

**This is a special course that will be taken for the three (3) weeks following the end of the Eighth Quarter. Students will register for the course during the regular Eighth Quarter Registration.

REAL ESTATE T-127

Real estate, a major business activity in North Carolina, is much broader and more complex than is commonly realized.

The field of real estate involves helping people find satisfactory homes and helping industry find profitable locations; it includes the planning and developing necessary to make the highest and best use of land and buildings. Other aspects of the industry include the appraising and the managing of real property and finding capital for construction and rehabilitation.

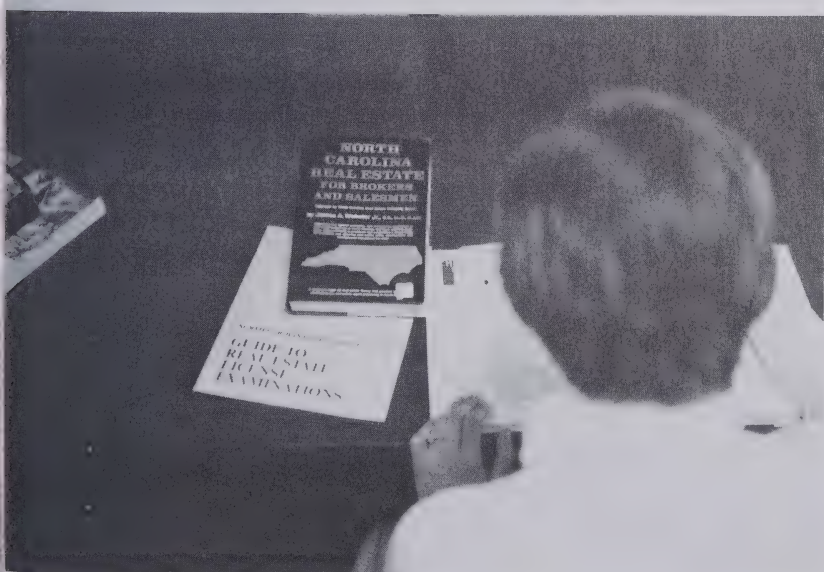
The man or woman entering the real estate industry will be involved in rendering a wide variety of fundamental services to meet the growing housing demands of business and industry. Trained men and women are needed to assist in locating families, locating factories and offices, financing real estate transactions, managing commercial buildings and multiple dwellings, and appraising real property. The real estate industry offers an opportunity for personal achievement as well as the satisfaction of doing work of the highest importance in the community.

CURRICULUM BY QUARTERS

Course Title			Hours Per Week			
			C	L	P	QH
FIRST QUARTER						
ENG 101		Introduction to Written Communications	3	0	0	3
BUS 162		Fundamentals of Real Estate I	3	0	0	3
BUS 101		Introduction to Business	5	0	0	5
BUS 109		Business Mathematics	5	0	0	5
			16	0	0	16
SECOND QUARTER						
ENG 102		Composition	3	0	0	3
BUS 163		Fundamentals of Real Estate II	3	0	0	3
ECO 102		Economics I	3	0	0	3
BUS 120		Accounting I	4	0	3	5
			13	0	3	14
THIRD QUARTER						
ENG 100		Oral Communications	3	0	0	3
ECO 104		Economics II	3	0	0	3
BUS 121		Accounting II	4	0	3	5
CIV 105		Architectural Materials and Methods I	3	2	0	4
			13	2	3	15
FOURTH QUARTER						
BUS 239		Marketing	5	0	0	5
BUS 164		Real Estate Law	5	0	0	5
BUS 292		Appraisal I	3	0	0	3
		Elective	3	0	0	3
			16	0	0	16

Course Title			Hours Per Week				Real Estate 67
			C	L	P	QH	
FIFTH QUARTER							
BUS	293	Appraisal II	3	2	0	4	
BUS	209	Real Estate Finance	5	0	0	5	
PSY	206	Applied Psychology	3	0	0	3	
BUS	216	Real Estate Sales	3	0	0	3	
		Elective	3	0	0	3	
			17	2	0	18	
SIXTH QUARTER							
ENG	206	Business Communications	3	0	0	3	
BUS	294	Appraisal III	3	2	0	4	
BUS	296	Property Management	3	0	0	3	
BUS	228	Real Estate Investments and Taxation	3	0	0	3	
BUS	247	Business Insurance	3	0	0	3	
			15	2	0	16	
SEVENTH QUARTER							
BUS	236	Land Development	3	2	0	4	
BUS	231	Real Estate Merchandising	3	0	0	3	
BUS	238	Land Use Policy & Governmental Influences on Real Estate	3	2	0	4	
BUS	235	Business Management	3	0	0	3	
			12	4	0	14	

C - Class
 L - Lab
 P - Practicum
 QH - Quarter Hours Credit



RESPIRATORY THERAPY TECHNOLOGY T-091

Respiratory therapy is an allied health specialty employed with medical direction in the treatment, management, control, evaluation and care of patients with deficiencies and abnormalities with the cardiopulmonary system.

The student will learn how to properly administer the following therapy: medical gases and administration apparatus, environmental control systems, humidification, aerosols, medications, ventilatory support, broncho-pulmonary drainage, pulmonary rehabilitation, cardiopulmonary resuscitation and airway management.

The student will learn specific testing techniques to assist in diagnosis, monitoring, treatment, and research. These will include measurement of ventilatory volumes, pressures, flows, blood gas analysis and other related physiologic monitoring.

Bowman Gray School of Medicine, North Carolina Baptist Hospital and Forsyth Memorial Hospital will provide the clinical experience for degree requirements.

CURRICULUM BY QUARTERS

Course Title	Hours Per Week			
	C	L	P	QH
FIRST QUARTER				
BIO 107 Anatomy and Physiology I	3	2	0	4
CHM 103 Chemistry - General and Organic	3	2	0	4
ENG 100 Oral Communications	3	0	0	3
MAT 113 Mathematics I	3	0	0	3
BIO 115 Medical Terminology I	1	0	0	1
	13	4	0	15
SECOND QUARTER				
BIO 108 Anatomy and Physiology II	3	2	0	4
ENG 101 Introduction to Written Communications	3	0	0	3
MAT 114 Mathematics II	3	0	0	3
BIO 116 Medical Terminology II	1	0	0	1
PHY 101 Concepts in Physics	3	0	0	3
CHM 104 Organic and Biochemistry	3	2	0	4
	16	4	0	18
THIRD QUARTER				
PHY 102 Electricity and Electronics	3	0	0	3
HEA 116 Fundamentals of Patient Care	2	0	0	2
PSY 169 Social Psychology of Health and Illness	3	0	0	3
HEA 149 General Pharmacology	3	0	0	3
BIO 111 Microbiology	3	2	0	4
INT 139 Cardiopulmonary Anatomy and Physiology	2	0	0	2
	16	2	0	17

Course Title			Hours Per Week				Respiratory Therapy Technology 69
			C	L	P	QH	
FOURTH QUARTER							
INT	111	Respiratory Therapy Orientation	0	0	18	6	
INT	105	Respiratory Therapy Theories and Principles	4	2	0	5	
PHY	104	Fluid Mechanics	2	0	0	2	
BIO	139	Topographical Anatomy	2	0	0	2	
BIO	112	Pathology	3	0	0	3	
			11	2	18	18	
FIFTH QUARTER							
INT	205	Respiratory Therapy Theories and Principles II	2	2	0	3	
INT	225	Library Research I	2	0	0	2	
INT	218	Practicum I	0	0	18	6	
INT	269	Pulmonary and Cardiovascular Pathophysiology & Pulmonary Mechanics	4	0	0	4	
			8	2	18	15	
SIXTH QUARTER							
INT	233	Chest Physiotherapy	1	2	0	2	
INT	250	Intensive Respiratory Care	3	0	0	3	
INT	215	Respiratory Therapy Theories and Principles III	2	2	0	3	
INT	235	Library Research II	2	0	0	2	
INT	228	Practicum II	0	0	18	6	
INT	268	Pulmonary Function	3	0	0	3	
			11	4	18	19	
SEVENTH QUARTER							
INT	263	Advanced Respiratory Therapy Techniques and Theories	2	2	0	3	
INT	241	Respiratory Therapy Department Operations	2	0	0	2	
INT	287	Respiratory Therapy Pharmacology	1	0	0	1	
INT	245	Library Research II	2	0	0	2	
INT	211	Pediatrics	2	0	0	2	
INT	238	Practicum III	0	0	18	6	
INT	208	Emergency Medicine and Resuscitation	2	2	0	3	
			11	4	18	19	
EIGHTH QUARTER							
NT	294	Advanced Respiratory Care	2	0	0	2	
NT	248	Practicum IV	0	6	30	13	
BUS	235	Business Management	3	0	0	3	
			5	6	30	18	

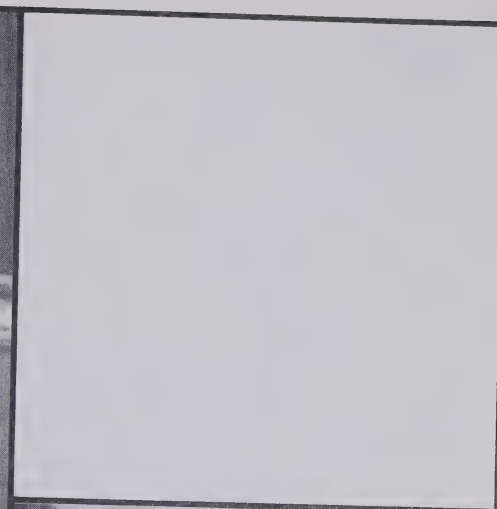
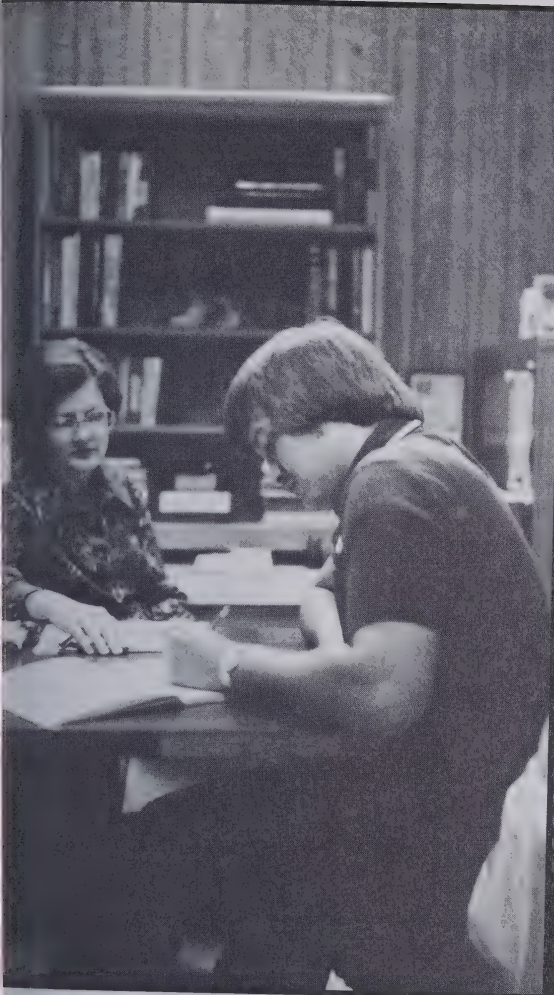
- Class

- Lab

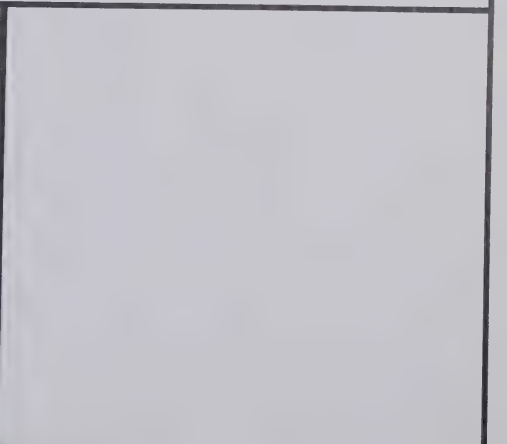
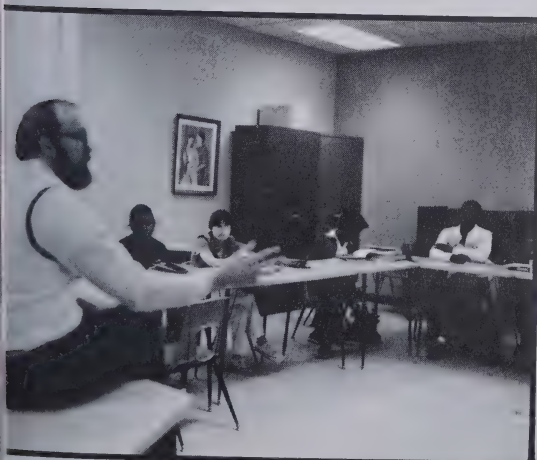
- Practicum

H - Quarter Hours Credit





PRE-TECHNICAL PROGRAM



PRE-TECHNICAL PROGRAM T-099

This program is a full-time course of study which offers preparation, remediation, and guidance for students who, for a variety of reasons, do not meet the specific entrance requirements for the regular curriculum program of their choice. Students who do meet the minimum entrance requirements but whose previous academic records indicate that they may have difficulty in successfully completing their programs are also advised to enter the Pre-Technical Program.

The student's academic program will be individually designed to meet his specific preparatory and remedial needs. The courses will be selected from the Pre-Technical offerings and from technical and/or vocational credit courses.

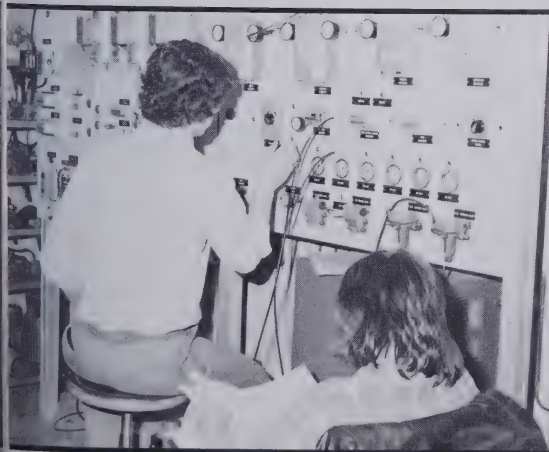
PRE-TECHNICAL COURSE OFFERINGS

Course Title			C	L	P	QH*
BIO	010	Human Anatomy	3	0	0	0(3)
BUS	002	Introduction to Business Occupations	2	0	0	0(2)
BUS	010	Pre-Technical Accounting	5	0	0	0(5)
BUS	020	Clerical Practice	3	1	0	0(3)
BUS	030	Introduction to Shorthand	5	0	0	0(5)
CHM	010	Pre-Tech Chemistry	3	2	0	0(4)
ENG	001	Spelling	2	0	0	0(2)
ENG	005	Language Development I	2	2	0	0(3)
ENG	006	Language Development II	2	2	0	0(3)
ENG	007	Language Development III	2	2	0	0(3)
ENG	008	Language Development IV	2	2	0	0(3)
ENG	010	Individualized English	5	0	0	0(5)
ENG	020	Basic Reading Skills and Vocabulary	3	0	0	0(3)
ENG	026	Clerical Communications	5	0	0	0(5)
HEA	001	Introduction to Health Occupations	2	0	0	0(2)
MAT	001	Structure of Arithmetic	5	0	0	0(5)
MAT	002	Pre-Business Mathematics	5	0	0	0(5)
MAT	003	Algebra	5	0	0	0(5)
MAT	004	Pre-Technical Mathematics	5	0	0	0(5)
MAT	005	Geometry	5	0	0	0(5)
MAT	020	Mathematics for Health Education	3	0	0	0(3)
MEC	001	Introduction to Engineering Technology	2	0	0	0(2)
NUT	001	Basic Nutrition	3	0	0	0(3)
PHY	001	Pre-Technical Physics	3	2	0	0(4)
SOC	100	Sociology I	0	4	0	2
SOC	101	Sociology II	0	4	0	2
SOC	010	Study Skills	2	0	0	0(2)

*Equivalent credit hours shown in parenthesis



DIPLOMA PROGRAMS



AIR CONDITIONING, REFRIGERATION
AND HEATING V-024

During 1972, statewide licensing became mandatory for all installation and major servicing of domestic central heating and cooling systems. In cities of 10,000 population and over, a state license is now required for installers of most commercial refrigeration equipment. These and other stricter regulations are dramatic proof of the expanding activity and complexity in this field. It is reasonable to conclude, therefore, that a licensed service man is commanding higher pay and better opportunity compared to an unlicensed worker. This program, besides preparing a graduate to take the state board examinations, enables him to find immediate employment in a wide choice of jobs, which include apartment maintenance, industrial maintenance, commercial refrigeration, domestic appliances and servicing, sales engineering, self-employment, and — thanks to the growing number of cars with factory-installed air conditioners — the automotive field.

CURRICULUM BY QUARTERS

Course title		Hours Per Week			
		C	L	P	QH
FIRST QUARTER					
AHR 1102	Fundamentals of Refrigeration	7	0	9	10
WLD 1111	Air Conditioning Welding	1	0	3	2
MAT 1102	Algebra	5	0	0	5
PHY 1103	Fundamentals of Electricity	3	2	0	4
		16	2	12	21
SECOND QUARTER					
AHR 1103	Domestic and Commercial Refrigeration	6	0	12	10
ELC 1111	Applied Electricity	3	2	0	4
DFT 1107	Blueprint Reading — Air Conditioning	1	0	3	2
ENG 1101	Communications I	3	0	0	3
		13	2	15	19
THIRD QUARTER					
AHR 1104	Air Conditioning Controls I	5	0	3	6
AHR 1105	Principles of Air Conditioning	5	0	9	8
PHY 1115	Science for AHR	3	2	0	4
ENG 1112	Communications II	3	0	0	3
		16	2	12	21
FOURTH QUARTER					
AHR 1106	Air Conditioning Controls II	3	0	0	3
HET 1101	Heating Systems	6	0	15	11
PSY 1101	Human Relations	3	0	0	3
BUS 1103	Small Business Operations	3	0	0	3
		15	0	15	20
C - Class					
L - Lab					
P - Practicum					
QH - Quarter Hours Credit					

AUTOMOTIVE BODY REPAIR V-001

Automotive
Body Repair
75

Graduates of this program are qualified for jobs in which they remove dents in car and truck bodies and fenders; remove and replace various sheet metal parts; straighten frames, doors, hoods, and deck lids; operate four kinds of welding equipment; shrink stretched metal and prepare it for painting; paint fenders and panels as well as a complete vehicle, with any of a number of paints and thinners. At the same time, the student is taught to interpret blueprints, charts, service manuals and wiring diagrams, and to prepare repair orders and make estimates and statements for adjusters. Much of the student's time in the shop is spent learning skills and practicing them under circumstances that closely match those met on the job. After gaining experience, many graduates open their own businesses or become body shop foremen, supervisors, or managers.

CURRICULUM BY QUARTERS

Course Title	Hours Per Week			
	C	L	P	QH
FIRST QUARTER				
AUT 1111 Automotive Body Repair	3	0	12	7
MAT 1101 Fundamentals of Mathematics	5	0	0	5
ENG 1101 Communications I	3	0	0	3
WLD 1130 Applied Basic Arc and Gas Welding	1	0	6	3
	<hr/> 12	<hr/> 0	<hr/> 18	<hr/> 18
SECOND QUARTER				
AUT 1112 Automotive Body Repair	3	0	15	8
WLD 1102 Applied Metal Preparation and Welding	1	0	3	2
PHY 1101 Applied Science I	3	2	0	4
ENG 1112 Communications II	3	0	0	3
	<hr/> 10	<hr/> 2	<hr/> 18	<hr/> 17
THIRD QUARTER				
AUT 1113 Metal Finishing and Painting	2	0	12	6
PSY 1101 Human Relations	3	0	0	3
WLD 1131 Applied Inert Gas Welding	2	0	3	3
AUT 1114 Frame Straightening and Alignment	2	0	6	4
	<hr/> 9	<hr/> 0	<hr/> 21	<hr/> 16
FOURTH QUARTER				
BUS 1103 Small Business Operations	3	0	0	3
DFT 1101 Schematics and Diagrams	0	0	3	1
AUT 1115 Body Shop Applications	3	0	21	10
	<hr/> 6	<hr/> 0	<hr/> 24	<hr/> 14

C - Class

L - Lab

P - Practicum

QH - Quarter Hours Credit

AUTOMOTIVE MECHANICS V-003

The Automotive Mechanics curriculum is designed to take the student without any automotive experience and teach him the many tools used for service and repairs of the automobile. He is taught, in each phase of the auto program, the construction, purpose and detail operation of each component so that he will have a better understanding of how to service and repair these components. He is also taught the operation and use of equipment that he will encounter in the service field when on the job. By using live autos and proper equipment, the student deals with the actual problems he will confront when servicing the public as a repair man.

CURRICULUM BY QUARTERS

Course Title	Hours Per Week			
	C	L	P	QH
FIRST QUARTER				
PME 1101 Internal Combustion Engines	4	0	15	9
PME 1103 Automobile Fuel Systems	1	0	3	2
BUS 1103 Small Business Operations	3	0	0	3
MAT 1101 Fundamentals of Mathematics	5	0	0	5
	<hr/> 13	<hr/> 0	<hr/> 18	<hr/> 19
SECOND QUARTER				
AUT 1123 Automotive Chassis and Suspension Systems	4	0	15	9
WLD 1101 Basic Gas Welding	1	0	3	2
ENG 1101 Communications I	3	0	0	3
PHY 1101 Applied Science I	3	2	0	4
	<hr/> 11	<hr/> 2	<hr/> 18	<hr/> 18
THIRD QUARTER				
PME 1102 Automotive Electrical Systems	4	0	15	9
AHR 1101 Automotive Air Conditioning	2	0	3	3
ENG 1112 Communications II	3	0	0	3
MEC 1112 Machine Shop Processes	1	0	3	2
	<hr/> 10	<hr/> 0	<hr/> 21	<hr/> 17
FOURTH QUARTER				
AUT 1124 Automotive Power Trains	3	0	9	6
AUT 1125 Automotive Servicing	3	0	9	6
PSY 1101 Human Relations	3	0	0	3
DFT 1101 Schematics and Diagrams	0	0	3	1
	<hr/> 9	<hr/> 0	<hr/> 21	<hr/> 16

C - Class
L - Lab
P - Practicum
QH - Quarter Hours Credit

BUILDING TRADES DRAFTING V-015

Building
Trades
Drafting
77

This program prepares individuals to do drafting for the building industry. Courses are arranged in sequence to develop drafting skills and proficiency in mathematics and science. Emphasis is on gaining experience with actual problems rather than hypothetical ones. The building trades draftsman performs the general duties of a draftsman and specializes in organizing and making detail and working drawings of structures and mechanical equipment from preliminary sketches of the designer. He uses knowledge of various machines, engineering practices, building materials, and other physical sciences to complete the drawings.

CURRICULUM BY QUARTERS

Course Title	Hours Per Week			
	C	L	P	QH
FIRST QUARTER				
DFT 1121 Drafting I	4	0	12	8
MAT 1102 Algebra	5	0	0	5
PHY 1101 Applied Science I	3	2	0	4
DFT 1144 Building Materials and Methods	3	0	0	3
	15	2	12	20
SECOND QUARTER				
DFT 1122 Drafting II	4	0	12	8
DFT 1125 Descriptive Geometry	2	0	3	3
ENG 1101 Communications I	3	0	0	3
MAT 1103 Geometry	3	0	0	3
	12	0	15	17
THIRD QUARTER				
DFT 1141 Drafting III	4	0	15	9
DFT 1143 Building Mechanical Equipment	3	0	0	3
MAT 1104 Trigonometry	3	0	0	3
PHY 1104 Applied Science III: Light and Sound	3	2	0	4
	13	2	15	19
FOURTH QUARTER				
DFT 1142 Drafting IV	4	0	15	9
DFT 1150 Site Planning	2	0	3	3
US 1106 Free Enterprise System	3	0	0	3
ENG 1112 Communications II	3	0	0	3
	12	0	18	18

Class

Lab

Practicum

1 - Quarter Hours Credit

CARPENTRY V-007

Carpentry is one of the basic trades in the construction industry. Using hand and power tools, carpenters construct, erect, install and repair structures of wood, plywood, wallboard, and other materials. Students are taught to read blueprints of actual house plans, to work on foundations and footings, and to do interior framing, exterior trim, and roofing. Examples of specialization are layout carpenter, framing carpenter, concrete form carpenter, scaffolding carpenter, acoustical and insulating carpenter, and finish carpenter. For every hour in the classroom, the student spends about three hours developing shop skills and working on off campus projects.

CURRICULUM BY QUARTERS

Course Title			Hours Per Week			
			C	L	P	QH
FIRST QUARTER						
CAR	1101	Framing, Sheathing and Insulation I	2	0	18	8
MAT	1113	Carpenter's Mathematics and Estimating	5	0	0	5
DFT	1110	Blueprint Reading I	0	0	3	1
ENG	1101	Communications I	3	0	0	3
			<hr/> 10	<hr/> 0	<hr/> 21	<hr/> 17
SECOND QUARTER						
CAR	1102	Framing, Sheathing, and Insulation II	3	0	18	9
MAT	1114	Carpenter's Mathematics and Estimating	3	0	0	3
DFT	1111	Blueprint Reading II	0	0	3	1
PSY	1101	Human Relations	3	0	0	3
			<hr/> 9	<hr/> 0	<hr/> 21	<hr/> 16
THIRD QUARTER						
CAR	1103	Interior and Exterior Trim	3	0	21	10
CAR	1114	Building Codes	3	0	0	3
BUS	1103	Small Business Operations	3	0	0	3
			<hr/> 9	<hr/> 0	<hr/> 21	<hr/> 16
FOURTH QUARTER						
CAR	1105	Finish Work	6	0	21	13
ENG	1112	Communications II	3	0	0	3
			<hr/> 9	<hr/> 0	<hr/> 21	<hr/> 16
C - Class						
L - Lab						
P - Practicum						
QH - Quarter Hours Credit						

DIESEL TRUCK MAINTENANCE AND REPAIR V-013

Diesel Truck
Maintenance and
Repair
79

The diesel mechanics keep bulldozers, tractors, trucks and other diesel-powered equipment in top running order for farms and industry. Most diesel mechanics specialize in one of these kinds of diesel equipment.

The program at Forsyth Technical Institute trains students to enter the maintenance division of the trucking industry, and the scope and nature of shop work offered match closely that of the trucking industry itself. The repair and maintenance of late-model trucks and component parts obtained from industry assure the student of learning his craft on equipment similar to what he will encounter upon graduation, and his working with hand tools and reconditioning and testing equipment currently used in the trucking industry further eases his transition from instruction to industry.

CURRICULUM BY QUARTERS

Course Title		Hours Per Week			
		C	L	P	QH
FIRST QUARTER					
DSL 1101	Diesel Engines	4	0	15	9
WLD 1101	Basic Gas Welding	1	0	3	2
PHY 1101	Applied Science I	3	2	0	4
ENG 1101	Communications I	3	0	0	3
		11	2	18	18
SECOND QUARTER					
DSL 1102	Diesel Electrical and Fuel Systems	4	0	15	9
AHR 1101	Automotive Air Conditioning	2	0	3	3
MAT 1101	Fundamentals of Mathematics	5	0	0	5
DFT 1101	Schematics and Diagrams	0	0	3	1
		11	0	21	18
THIRD QUARTER					
DSL 1103	Diesel Fuel Injection	2	0	6	4
DSL 1104	Power Trains, Chassis & Suspension Systems	4	0	15	9
ENG 1112	Communications II	3	0	0	3
		9	0	21	16
FOURTH QUARTER					
DSL 1105	Diesel Servicing	5	0	15	10
MEC 1120	Machine Processes	1	0	6	3
BUS 1106	Free Enterprise System	3	0	0	3
		9	0	21	16

- Class
- Lab
- Practicum
- H - Quarter Hours Credit

ELECTRICAL INSTALLATION V-018

The rapid development and increased use of new products, together with the expanding economy, are demanding more and better qualified workers to install and maintain electrical equipment. Through classroom, shop, laboratory instruction and experience, a student learns the basics of motor and motor control systems, industrial electronic control systems, business procedures, and communications skills; and he will understand the National Electrical Code as it relates to wiring, electrical circuits, and the measurements of voltage, current, power, and power factor of single and polyphase alternating circuits. Persons entering this program should have a strong mathematics background, including at least one year of algebra.

CURRICULUM BY QUARTERS

Course Title	Hours Per Week			
	C	L	P	QH
FIRST QUARTER				
ELC 1112 Direct and Alternating Current	5	0	12	9
ENG 1101 Communication I	3	0	0	3
MAT 1116 Electrical Mathematics	5	0	0	5
PHY 1101 Applied Science I	3	2	0	4
	<hr/> 16	<hr/> 2	<hr/> 12	<hr/> 21
SECOND QUARTER				
ELC 1113 Alternating Current and Direct Current Machines and Controls	5	0	15	10
DFT 1110 Blueprint Reading: Building Trades	0	0	3	1
ENG 1112 Communications II	3	0	0	3
PHY 1102 Applied ScienceII	3	2	0	4
	<hr/> 11	<hr/> 2	<hr/> 18	<hr/> 18
THIRD QUARTER				
ELC 1124 Residential Wiring	6	0	12	10
ELN 1118 Industrial Electronics	3	0	3	4
PSY 1101 Human Relations	3	0	0	3
DFT 1113 Blueprint Reading: Electrical	0	0	3	1
	<hr/> 12	<hr/> 0	<hr/> 18	<hr/> 18
FOURTH QUARTER				
ELC 1125 Commercial and Industrial Wiring	6	0	15	11
ELN 1119 Industrial Electronics	3	0	3	4
BUS 1103 Small Business Operations	3	0	0	3
	<hr/> 12	<hr/> 0	<hr/> 18	<hr/> 18

C - Class

L - Lab

P - Practicum

QH - Quarter Hours Credit

ELECTRONIC SERVICING V-042

*Electronic
Servicing*
81

Lest anyone overlook the importance of television servicing, let him answer only two questions: How many people have and use television receivers? And how many people who have and use television receivers can repair one when it needs repairing? In the difference between these two numbers lies the opportunity in entering television servicing. The television repair program includes instruction in the basic knowledge and skills required to install, maintain and service television receivers. Laboratory work in circuitry, schematic diagrams and troubleshooting supplements classroom instruction and demonstration. During the final quarter, intensive work in servicing color television sets reflects their growing popularity. This is an approved C.E.T. course.

CURRICULUM BY QUARTERS

Course Title	Hours Per Week			
	C	L	P	QH
FIRST QUARTER				
ELC 1120 Direct and Alternating Current	8	8	6	14
MAT 1115 Elements of Mathematics	5	0	0	5
ENG 1101 Communications I	3	0	0	3
	<hr/> 16	<hr/> 8	<hr/> 6	<hr/> 22
SECOND QUARTER				
ELN 1121 Vacuum Tubes and Circuits	4	4	3	7
ELN 1122 Transistor Theory and Circuits	6	4	6	10
ENG 1112 Communications II	3	0	0	3
	<hr/> 13	<hr/> 8	<hr/> 9	<hr/> 20
THIRD QUARTER				
ELN 1123 Black and White Television Servicing	10	6	9	16
PHY 1104 Applied Science: Light and Sound	3	2	0	4
	<hr/> 13	<hr/> 8	<hr/> 9	<hr/> 20
FOURTH QUARTER				
ELN 1124 Color Television Servicing	10	8	9	17
BUS 1103 Small Business Operations	3	0	0	3
	<hr/> 13	<hr/> 8	<hr/> 9	<hr/> 20

C - Class
L - Lab
P - Practicum
QH - Quarter Hours Credit

GRAPHIC ARTS V-022

Printing is the second largest industry in the United States in terms of the number of existing establishments.

Printing is carried on everywhere; all over the world. Wherever there is civilization, there is printing. The printer can be employed on a weekly newspaper in a small town, or he can work in one of the huge plants in larger cities.

Working conditions are, as a rule, good. Work, especially on the newspapers, is steady and there are no seasonal layoffs as there are in some other industries.

This curriculum is designed to give students experience in a cluster of activities representing basic areas of the graphic arts industry. The range of experiences is sufficient to enable students to understand a variety of graphic arts processes and to develop skills enabling them to perform these processes with a high degree of efficiency. The print shop is large and well lighted, and the equipment is the most modern which can be obtained.

CURRICULUM BY QUARTERS

Course Title	Hours Per Week			
	C	L	P	QH
FIRST QUARTER				
PRN 1112 Printing Orientation	2	0	6	4
PRN 1130 Layout and Design	2	0	3	3
PRN 1128 Copy Preparation I	2	0	3	3
MAT 1150 Printer's Mathematics	5	0	0	5
PRN 1101 Printer's English	3	0	0	3
BUS 1122 Typing I	2	0	3	3
	16	0	15	21
SECOND QUARTER				
PRN 1126 Offset Presswork I	2	0	6	4
PRN 1125 Offset Camera I	3	0	6	5
PRN 1124 Offset Stripping and Platemaking	2	0	6	4
PHY 1114 Science for Printers	3	2	0	4
	10	2	18	17
THIRD QUARTER				
PRN 1129 Copy Preparation II	3	0	6	5
PRN 1113 Offset Camera II	3	0	6	5
PRN 1127 Offset Presswork II	3	0	6	5
ENG 1101 Communications I	3	0	0	3
	12	0	18	18
FOURTH QUARTER				
PRN 1140 Elective	0	0	21	7
PRN 1114 Estimating I	5	0	0	5
BUS 1103 Small Business Operations	3	0	0	3
ENG 1112 Communications II	3	0	0	3
	11	0	21	18
C - Class				
L - Lab				
P - Practicum				
QH - Quarter Hours Credit				

MACHINIST V-032

Machinist
83

If there is any one worker indispensable to manufacturing, it is probably the machinist; for it is he who forms into steel the idea on the engineer's blueprint. The grinding, milling, and lathing of these complex parts require rare skill, and most employers want to hire only the well trained. The machinist program is both broad and detailed — broad enough to permit the graduate to fill a number of jobs in a company's machine shop, detailed enough to ensure that he understands the work fully. The demand for machinists is much greater than the supply. For the person who likes to work with his hands, where precision rules, who delights in fashioning from formless metal an engine piston, a missile part, or perhaps a surgical tool, the machinist field offers satisfaction and challenge.

CURRICULUM BY QUARTERS

Course Title	Hours Per Week			
	C	L	P	QH
FIRST QUARTER				
MEC 1101 Machine Shop Theory and Practice I	3	0	12	7
MAT 1101 Fundamentals of Mathematics	5	0	0	5
DFT 1104 Blueprint Reading: Mechanical I	0	0	3	1
WLD 1101 Basic Gas Welding	1	0	3	2
BUS 1106 Free Enterprise System	3	0	0	3
	<hr/> 12	<hr/> 0	<hr/> 18	<hr/> 18
SECOND QUARTER				
MEC 1102 Machine Shop Theory and Practice II	3	0	12	7
MAT 1102 Algebra	5	0	0	5
PHY 1101 Applied Science I	3	2	0	4
DFT 1105 Blueprint Reading: Mechanical II	0	0	3	1
MEC 1115 Treatment of Ferrous Metals	2	0	3	3
	<hr/> 13	<hr/> 2	<hr/> 18	<hr/> 20
THIRD QUARTER				
MEC 1103 Machine Shop Theory and Practice III	4	0	12	8
DFT 1106 Blueprint Reading: Mechanical III	0	0	3	1
MAT 1103 Geometry	3	0	0	3
ENG 1101 Communications I	3	0	0	3
MEC 1116 Treatment of Non-Ferrous Metals	2	0	3	3
	<hr/> 12	<hr/> 0	<hr/> 18	<hr/> 18
FOURTH QUARTER				
MEC 1104 Machine Shop Theory and Practice IV	4	0	15	9
MAT 1104 Trigonometry	3	0	0	3
PHY 1102 Applied Science II	3	2	0	4
ENG 1112 Communications II	3	0	0	3
	<hr/> 13	<hr/> 2	<hr/> 15	<hr/> 19
- Class				
- Lab				
- Practicum				
H - Quarter Hours Credit				

MECHANICAL DRAFTING V-017

The first two quarters of the Mechanical Drafting program contain courses basic to all fields of drafting. The third and fourth quarters contain specialization and related courses that prepare one to enter mechanical drafting occupations.

Each course is prepared to enable an individual to advance rapidly in drafting proficiency upon entering the field of work. Courses are arranged in sequence to develop drafting skills and proficiency in mathematics and science. The draftsman associates with many levels of personnel — administrators, architects, engineers, skilled workmen — and must be able to communicate effectively with them. Courses to develop knowledge and skills in communication, human relations, economics, and industrial organization are provided to assist the student in developing understanding and confidence in his relations with other persons.

CURRICULUM BY QUARTERS

Course Title	Hours Per Week			
	C	L	P	QH
FIRST QUARTER				
DFT 1121 Drafting I	4	0	12	8
MAT 1102 Algebra	5	0	0	5
ENG 1101 Communications I	3	0	0	3
PHY 1101 Applied Science I	3	2	0	4
	15	2	12	20
SECOND QUARTER				
DFT 1122 Drafting II	4	0	12	8
MAT 1103 Geometry	3	0	0	3
DFT 1125 Descriptive Geometry	2	0	3	3
PHY 1102 Applied Science II	3	2	0	4
	12	2	15	18
THIRD QUARTER				
DFT 1131 Mechanical Drafting	2	0	12	6
MAT 1104 Trigonometry	3	0	0	3
MEC 1115 Treatment of Ferrous Metals	2	0	3	3
MEC 1113 Shop Processes	2	0	3	3
ENG 1112 Communications II	3	0	0	3
	12	0	18	18
FOURTH QUARTER				
DFT 1132 Mechanical Drafting	2	0	12	6
MEC 1116 Treatment of Non-Ferrous Metals	2	0	3	3
MEC 1114 Shop Processes	2	0	3	3
BUS 1105 Industrial Organizations	3	0	0	3
PSY 1101 Human Relations	3	0	0	3
	12	0	18	18
C - Class				
L - Lab				
P - Practicum				
QH - Quarter Hours Credit				

PLUMBING AND HEATING V-037

*Plumbing
and Heating*
85

One has only to look about him to observe the startling number of new structures going up, commercial, industrial, and domestic. Every such building has pipe systems, which carry water, steam, air, or other liquids and gases needed for sanitation, heating and industrial production; and each pipe system requires plumbers and pipefitters, not only to install it but to keep it operating. This program trains the individual to enter this field with the theoretical knowledge he needs to understand new systems, as well as old, and the practical experience that enables him to become a journeyman in minimum time.

CURRICULUM BY QUARTERS

Course Title		Hours Per Week			
		C	L	P	QH
FIRST QUARTER					
PLU 1116	Plumbing Pipework and Domestic Water Systems	5	0	15	10
DFT 1110	Blueprint Reading I	0	0	3	1
MAT 1117	Plumber's Arithmetic	4	0	0	4
PSY 1101	Human Relations	3	0	0	3
		<hr/> 12	<hr/> 0	<hr/> 18	<hr/> 18
SECOND QUARTER					
WLD 1101	Basic Gas Welding	1	0	3	2
PLU 1125	Industrial Piping	2	0	6	4
PLU 1126	Hydraulic Systems Plumbing	2	0	3	3
PLU 1130	Plumbing Layouts and Codes	4	0	6	6
ENG 1101	Communications I	3	0	0	3
		<hr/> 12	<hr/> 0	<hr/> 18	<hr/> 18
THIRD QUARTER					
BUS 1103	Small Business Operations	3	0	0	3
PLU 1123	Hot Water and Panel Heating	3	0	7	5
PLU 1122	Low and High Pressure Steam Systems	5	0	12	9
		<hr/> 11	<hr/> 0	<hr/> 19	<hr/> 17
FOURTH QUARTER					
PLU 1112	Plumbing Fixtures and Installations	2	0	3	3
DFT 1112	Drafting I: Plumbing	1	0	3	2
PLU 1120	Plumbing Maintenance and Trouble Shooting	3	0	18	9
		<hr/> 6	<hr/> 0	<hr/> 24	<hr/> 14

C - Class

L - Lab

P - Practicum

QH - Quarter Hours Credit

PRACTICAL NURSE EDUCATION V-038

The Practical Nursing student receives one year (four quarters) of classroom instruction and nursing practice through the Practical Nurse Education Program, sponsored by the Department of Community Colleges, State Board of Education, and accredited yearly by the North Carolina Board of Nursing.

The first quarter includes instruction in fundamentals of nursing and the biological sciences, as well as experience with adult patients.

In the advanced quarters the student will experience nursing care of patients of all ages correlated with classroom instruction in medical-surgical nursing, care of the sick child, the mother and the newborn infant. The experience with patients is supervised by clinical teachers in the North Carolina Baptist and Forsyth Memorial Hospitals.

A diploma will be awarded for successful completion of the year's work. A satisfactory grade on the North Carolina Board of Nursing Examination is necessary for employment in North Carolina health agencies as a Licensed Practical Nurse.

CURRICULUM BY QUARTERS

Course Title		Hours Per Week			
		C	L	P	QH
FIRST QUARTER					
PNE 1101	Fundamentals of Practical Nursing	6	4	3	9
PNE 1102	Nutrition & Diet Therapy	3	0	0	3
PNE 1103	Anatomy & Physiology	4	0	0	4
PNE 1105	Drug Administration	3	0	0	3
		16	4	3	19
SECOND QUARTER					
PNE 1106	Medical-Surgical Nursing I	8	0	0	8
PNE 1107	Maternity Nursing	3	0	0	3
PNE 1109	Clinical Experience I	1	0	15	6
PNE 1111	Drug Therapy	3	0	0	3
PSY 1101	Human Relations	3	0	0	3
		18	0	15	23
THIRD QUARTER					
PNE 1110	Medical-Surgical Nursing II	8	0	0	8
PNE 1112	Clinical Experience II	1	0	15	6
PNE 1108	Nursing of Children	3	0	0	3
ENG 1101	Communications I	3	0	0	3
		15	0	15	20
FOURTH QUARTER					
PNE 1113	Medical-Surgical Nursing III	7	0	0	7
PNE 1114	Clinical Experience III	1	0	15	6
PNE 1115	Personal & Vocational Relationships	3	0	0	3
ENG 1112	Communications II	3	0	0	3
		14	0	15	19
C - Class					
L - Lab					
P - Practicum					
QH - Quarter Hours Credit					

WELDING AND METAL FABRICATION V-050

*Welding
and Metal
Fabrication*
87.

The Welding and Metal Fabrication program offered at Forsyth Technical Institute provides the student with the necessary experience in the welding and metal fabrication processes, and also broadens his technical education in such fields as blueprint reading, shop mathematics, metallurgy, and physical science. The principles of fabrication and fabrication equipment are taught in the shop each quarter along with the welding processes. Upon successful completion of the curriculum courses the student is given the standard American Welding Society (A.W.S.) Welder Qualification Test.

CURRICULUM BY QUARTERS

Course Title		Hours Per Week			
		C	L	P	QH
FIRST QUARTER					
MAT 1101	Fundamentals of Mathematics	5	0	0	5
PSY 1101	Human Relations	3	0	0	3
DFT 1104	Blueprint Reading: Mechanical I	0	0	3	1
WLD 1120	Oxyacetylene Welding and Cutting	4	0	15	9
		12	0	18	18
SECOND QUARTER					
ENG 1101	Communications I	3	0	0	3
PHY 1101	Applied Science I	3	2	0	4
WLD 1121	Basic Arc Welding	4	0	15	9
DFT 1105	Blueprint Interpretation	0	0	3	1
		10	2	18	17
THIRD QUARTER					
ENG 1112	Communications II	3	0	0	3
MEC 1115	Treatment of Ferrous Metals	2	0	3	3
WLD 1124	Advanced Arc Welding	3	0	12	7
WLD 1123	Inert Gas Welding	1	0	6	3
		9	0	21	16
FOURTH QUARTER					
BUS 1106	Free Enterprise System	3	0	0	3
MEC 1112	Machine Shop Processes	1	0	3	2
WLD 1113	Mechanical Testing and Inspection	1	0	3	2
WLD 1126	Advanced Inert Gas Welding	3	0	9	6
WLD 1127	Introduction to Pipe Welding	1	0	6	3
		9	0	21	16

C - Class

L - Lab

P - Practicum

QH - Quarter Hours Credit



